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# DRILL AND CODE BOOK

—OF—



Approved by the Governing Board  
April 29, 1916

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GV823  
.U5A3

A. T. BLISS & CO.,  
PRINTERS  
60 PEARL ST., BOSTON

\$1.00

JUN 13 1916

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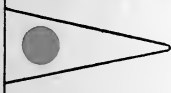
no 1.



A



B



C



D



E



F



G



H



I



J



K



L



M



N



O



P



Q



R



S



T



U



V



W



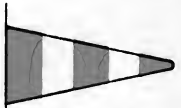
X



Y



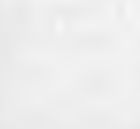
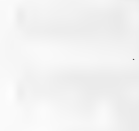
Z



**"CODE FLAG"  
AND "ANSWERING  
PENNANT"**

When used as the Code Flag it is to be hoisted under the ensign.

When used as the answering pennant it is to be hoisted at the masthead or where best seen.





## SQUADRON CODE — DRILL SIGNALS.

---

These signals are used only in formation or when under way as a Squadron or Division, and should be memorized. At all other times, single flag signals refer to regular Uniform Club Code.

### ANSWERING PENNANT:



To be hoisted promptly only when signal is understood, and you are prepared to execute same, and to be hauled down when signal is lowered on Flagboat. Signals are directed to a particular boat by hoisting that boat's number on port spreader, and should be answered by that boat only.

Division Flagboats and Dispatch Boats will repeat signals instead of hoisting answering pennant.

Maneuvering signals (not conversational) should be executed at the moment the signal is hauled down. Whenever Power Squadron signals are to be used, the commanding Power Squadron officer shall display at masthead his official Squadron Flag.

### TURNING MANEUVERS:

In executing turning maneuvers, such as **L**, **M**, **N**, and **O**, etc., Captains must notice compass bearings in order to obtain accurate positions, and follow arc of slowest turning boat. When columns change direction or countermarch, leading boats turn on the turning arc of the Guide Boat and other boats follow the course of the boat ahead.

### NAMES OF FLAGS.

In the Navy, to prevent confusion when calling out flags or recording signals, the words printed under the flags are used as names of the letters, and this practice may be adopted at the discretion of the Commanders and Captains.



### Get Under Way Immediately, or at.....

When this signal is displayed alone, the boats should immediately get under way, taking positions assigned. If time signal is displayed with signal **A**, boats should get under way at time designated, taking positions assigned.

**A—Able**



### Accident.

Boat following should render assistance. When displayed by the last boat, the preceding boat should render assistance. If accident is visibly serious, all boats should render assistance.

**B—Boy**



### YES.

Permission is granted.

**C—Cast**



### NO.

Permission is refused.

**D—Dog**



### Flagboat will Act as Guide.

(See explanation of **V**.)

**E—Easy**



### Permission to Leave is Requested.

**F—Fox**



### Disregard Movements of Flagboat.

Flagboat ceases to be Guide Boat, but still retains command and gives signals. (See explanation of **V**.)

**G—George**



### Single Column.

All boats in a single line, fifty yards apart, unless otherwise ordered, in positions assigned at beginning of drill.

**H—Have**

---



### Double Column.

Two single columns abreast. When signal is executed, boats occupying odd number positions in line, with Guide Boat counting as one, remain in Starboard Column one hundred yards apart, unless otherwise ordered, and boats occupying even number positions turn 45° to Port and take positions one hundred yards abreast of boat ahead, which has remained in Starboard Column. Boats in Starboard Column should slow down until boats in Port Column reach positions abreast.

**I—Item**

---



### Boats Right 45°.

Each boat turns 4 compass points to right, taking line on Guide Boat.

**J—Jig**

---



### Boats Left 45°.

Each boat turns 4 compass points to left, taking line on Guide Boat.

**K—King**

---



### Boats Right 90°.

Each boat turns 8 compass points to right, making a line abreast formation, each boat taking line on Guide Boat.

**L—Love**

---



### Boats Left 90°.

Each boat turns 8 compass points to left, making a line abreast formation, each boat taking line on Guide Boat.

**M—Mike**



**N—Nan**

### **Boats Right About 180°.**

Each boat turns completely about and runs in the opposite compass direction so that last boat in line becomes Guide Boat (hoisting Guide Flag **V**), and former Guide Boat becomes last boat in line, and hauls down Guide Flag.



**O—Oboe**

### **Boats Left About 180°.**

Each boat turns completely about and runs in the opposite compass direction so that the last boat in line becomes Guide Boat (hoisting Guide Flag **V**), and former Guide Boat becomes last boat in line, and hauls down Guide Flag.



**P—Pup**

### **Attention.**

Prepare to execute further signals and display answering pennant only when ready to do so. When repeater is hoisted over **P**, prepare with all possible haste.



**Q—Quack**

### **Stand By.**

All boats in proper position immediately stop headway and stand by. If any boats are out of their proper positions, they should regain position as soon as possible and then stand by.



**R—Rush**

### **Observe Position More Closely.**

Flagboat flies this signal to correct irregularity in line, position or formation while under way. Immediately upon display of this signal, all boats should give particular attention to their positions and correct any irregularities.



**S—Sail**

### **Break Formation.**

This signal is for emergency use. Boats in Squadron are not required to keep in formation but to remain within sufficient distance of Flagboat to observe the next signal.



**T—Tare**

### **Resume Previous Formation.**

When displayed by Flagboat, all boats will resume previous formation. (This flag to be used in case **S** has been displayed or when mistakes are made in formations by misinterpreting signals or for other reasons.)



### Dispatch Boat.

Boat designated by Flagboat for special duty and while so acting displays Flag **U**.

**U**—Unit

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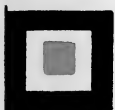
### Guide Flag.

Is displayed at starboard spreader of boat designated by the Flagboat to act as Guide Boat.

When Flagboat displays Signal **G** the boat next in line becomes Guide Boat, and immediately hoists the Guide Flag **V**.

When the Flagboat resumes position in line and hoists **E**, the Guide Flag should be promptly hauled down. The Guide Flag is never displayed by boat in command of Squadron or Division. (See explanation of **N** and **O**.)

---



### Signals Apply to Starboard Column only.

Signals given on starboard spreader while **W** remains displayed will apply to the Starboard Column only. **W** is displayed only when in double column formation, and it is understood

that the Starboard Column remains the Starboard Column during this maneuver, regardless of its position, and the Port Column proceeds in accordance with signals displayed with **X** on port spreader.

Under all conditions and changes the rule is: "Once the Starboard Column, always the Starboard Column."

---



### Signals Apply to Port Column only.

Signals given on port spreader while **X** remains displayed will apply to the Port Column only. **X** is displayed only when in double column

formation, and it is understood that the Port Column remains the Port Column during this maneuver, regardless of its position, and the Starboard Column proceeds in accordance with signals displayed with **W** on starboard spreader.

Under all conditions and changes the rule is: "Once the Port Column, always the Port Column."



**Come within Hail.**

**Y—Yoke**

---



**Signal is Annulled.**

To be hoisted by Flagboat when desiring to annul all signals at that moment displayed. When hoisted alone, it annuls the last signal.

**Z—Zed**

---

**MEMORANDA**



## REPEATER (Rep)

Is used to provide a greater number of two-flag signals. It is a yellow pennant with luff one-half of its length. The inner portion is a triangle of blue, similar in shape to the flag itself, its base one-half the length of the luff and placed mid-way upon it.

---

**REP — Column right 90° (8 compass points).**

**H**

---

**H — Column left 90° (8 compass points).**

**REP**

---

**REP — Double columns countermarch right about  
I 180°.**

---

**I — Double columns countermarch left about  
REP 180°.**

---

**I — Double columns countermarch outside 180°,  
A starboard column turning to right, port  
column turning to left.**

---

**I — Double columns countermarch inside 180°,  
B starboard column turning to left, port  
column turning to right.**

---

**I — Double Column Form Column of Fours:**

**C** This signal is given only when in double column formation and is executed by each column forming into a double column. Captains should note their new positions in line. Odd number boats remain in column 200 yards apart and even number boats turn left 45° and take position 50 yards abreast of the odd number boat which preceded it so that the formation becomes a column of successive lines of four boats each, the lines being 200 yards apart. Odd number boats should slow down until other boats reach position abreast.

When **T** is displayed (resume previous formation), the boats which were even number boats in the previous maneuver (**IC**) turn right  $45^\circ$  and resume their previous positions in column 100 yards astern of boat ahead.

---

**I — Double Columns Rectangular Formation:**

**D** When executed each column turns  $90^\circ$  (8 compass points), the starboard column turning right and the port column turning left and proceeding for thirty seconds. Then starboard column turns left  $90^\circ$  and the port column turns right  $90^\circ$  and proceeds in parallel line for two minutes on original course. Then starboard column turns left  $90^\circ$  and port column turns right  $90^\circ$ , proceeding for thirty seconds. Then starboard column turns right  $90^\circ$  and port column turns left  $90^\circ$  and the two columns again resume original position and course. Time of intervals may be changed when prearranged by the Squadron Commander.

---

**I — Port column boats left  $90^\circ$ . Starboard column  
E boats right  $90^\circ$ .**

---

**I — Port column boats right  $90^\circ$ . Starboard column  
F boats left  $90^\circ$ .**

---

**I —  
G**

---

**I —  
H**

---

**REP — Column right  $45^\circ$  (4 compass points).  
J**

---

**REP — Column left  $45^\circ$  (4 compass points).  
K**

---



**REP — Line Abreast—Right Wheel 90°:**

**L** The entire line wheels, keeping line abreast formation with the boat on the extreme right as a pivot and the boat on the extreme left keeps uniform speed turning in the arc described by the turn of the entire line. Other boats vary speed as is necessary.

---

**REP — Line Abreast—Left Wheel 90°:**

**M** The entire line wheels, keeping line abreast formation with the boat on the extreme left as a pivot, and the boat on extreme right keeps uniform speed, turning in the arc described by the turn of the entire line. Other boats vary speed as is necessary.

---

**REP — Single column countermarch right about  
N 180°.**

---

**REP — Single column countermarch left about 180°.  
O**

---

**REP — Prepare with all possible haste.  
P**

---

**REP —  
Q**

---

**REP —  
R**

---

**REP —  
S**

---

**REP -  
T**

---

**REP — Dispatch Boat wanted.  
U**

## SPECIAL SQUADRON SIGNALS.



Squadron Flag (SQD) is a pennant with luff one-half of its length, with the upper half of the flag blue and the lower half white.

**Squadron Flag displayed alone signifies:**

All Divisions act under orders of the Squadron Flagboat as one unit.

---

**Displayed over other flags signifies:**

**SQD** — Squadron command is assumed by this boat.

**A**

---

**SQD** — Squadron command is transferred to Senior

**B** Local Squadron Officer present.

---

**SQD** — Squadron command is transferred to Senior

**C** U. S. Power Squadron Officer present.

---

**SQD** — Does Senior U. S. Power Squadron Officer

**D** present desire to take command?

---

**SQD** — Squadron officers assemble on board Flag-

**E** boat at once or at .....

---

**SQD** — Squadron officers assemble on shore at once

**F** or at .....

---

**SQD** — Captains assemble on board Flagboat at once

**G** or at .....

---

**SQD** — Captains assemble on shore at once or at

**H** .....

---

**SQD** — Squadron prepare for review.

**I**

---

**SQD** — Squadron pass in review.

**J**

---

**SQD** — Squadron prepare for inspection.

**K**

**SQD**— Squadron boats come alongside in turn for  
**L** inspection.

---

**SQD**— Squadron boats come alongside in turn for  
**M** instructions.

---

**SQD**— Squadron boats send boat to Flagboat for  
**N** instructions.

---

**SQD**— Squadron will not start until weather clears.  
**O**

---

**SQD**— Squadron prepare to start.  
**P**

---

**SQD**— Squadron will start at .....  
**Q**

---

**SQD**—  
**R**

---

**SQD**—  
**S**

---

**SQD**—  
**T**

---

**SQD**—  
**U**

---

**SQD**—  
**V**

---

**SQD**—  
**W**

---

**SQD**—  
**X**

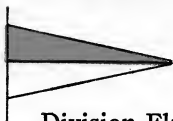
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**SQD**— All Squadron boats come within hail.  
**Y**

---

**SQD**— Squadron is disbanded.  
**Z**

## SPECIAL DIVISION SIGNALS.



Division Flag (DIV) is a pennant with luff one-half of its length, the upper half red and the lower half white.

### **Division Flag displayed alone signifies:**

Each Division act under the orders of its Lieutenant only as a separate unit.

---

### **Displayed over other flags signifies:**

**DIV** — May this Division proceed as a unit independently of the Squadron?  
**A**

---

**DIV** — May this Division proceed via .....?  
**B**

---

**DIV** — May this Division put into .....?  
**C**

---

**DIV** — This Division will proceed as a unit independently of the Squadron.  
**D**

---

**DIV** — This Division will proceed via .....  
**E**

---

**DIV** — This Division will put into .....  
**F**

---

**DIV** — Do the boats in this Division wish to proceed via .....?  
**G**

---

**DIV** — Do the boats in this Division wish to put into .....?  
**H**

---

**DIV** — Division prepare for review.  
**I**

---

**DIV** — Division pass in review.  
**J**

---

**DIV** — Division prepare for inspection.  
**K**

---

**DIV —** Division boats come alongside in turn for  
**L** inspection.

---

**DIV —** Division boats come alongside in turn for  
**M** instructions.

---

**DIV —** Division boats send boat to Division Flag-  
**N** boat for instructions.

---

**DIV —**  
**O**

---

**DIV —**  
**P**

---

**DIV —**  
**Q**

---

**DIV —**  
**R**

---

**DIV —**  
**S**

---

**DIV —**  
**T**

---

**DIV —**  
**U**

---

**DIV —**  
**V**

---

**DIV —**  
**W**

---

**DIV —**  
**X**

---

**DIV —** All boats of this Division come within hail.  
**Y**

---

**DIV —** Division is disbanded.  
**Z**

## SQUADRON CODE—TWO-FLAG SIGNALS.

Power Squadron Two-Flag Signals are in addition and supplementary to the two-flag signals of the Club Code, which will be found on page 40.

- BP** — Anchor at will.
- BZ** — Anchor by position.
- DT** — Will your accident cause much delay?
- DU** — Machinery temporarily disabled.
- DV** — Proceed; will join you later.
- DW** — Am ready to proceed.
- DX** — Shall need tow into port.
- DY** — Be sure your tow line is sufficient.
- DZ** — Tow not needed; please stand by.
- EM** — I want a tow.
- EN** — Do you want a tow?
- FB** — Captains and guests are invited on board Flagboat at .....
- FC** — Captains report on board Flagboat on coming to anchor.
- FD** — Captains' meeting postponed until .....
- FE** — Report on board at .....
- FH** — Render assistance to boat in distress.
- FS** — Send a boat to Flagboat.
- FU** — Congratulations. Well done.
- FW** — Thank you.
- GW** — At once.
- HA** — Take and note new position number (s).
- HB** — Close up and assume new position numbers where necessary.
- HC** — Odd and even position numbers are reversed.
- HD** — Boats take positions in line in same order as their permanent season number.
- HE** — Boats take positions in line as in previous drill.

- HF** — Boat now joining Squadron take position  
No. .... in line.
- HG** — What position in line shall I take?
- HI** — You will take position No. .... in line.
- HJ** — Take positions fifty yards apart.
- HK** — Take positions one hundred yards apart.
- HL** — Take positions two hundred yards apart.
- HM** — Wait for absentee or boat No. ....
- HN** — When will you be ready?
- HO** — Will be ready in ..... minutes.
- HP** — Prepare for an early departure.
- HQ** — What speed in knots can you comfortably  
maintain?
- HR** — Leave formation and proceed at best possible  
speed.
- HS** — Make all possible speed.
- HT** — Will send instructions.
- HU** — Boat designated by number herewith act as  
despatch boat.
- HV** — Require gasoline.
- HW** — Require oil.
- HX** — Will supply you.
- HY** — There will be a Bang-and-Go-Back race at  
.....
- HZ** — Boat No. .... is running into danger.

**See Signals DA to DJ in Club Code on page 41.**

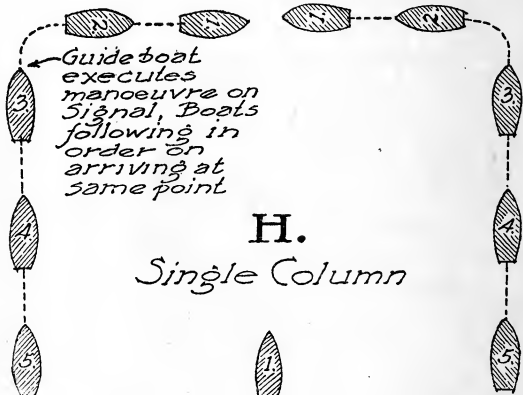
- LA** — Give attention to signals.
- LB** — You have misunderstood my signal.
- LC** — Please relay my signal.
- LD** — .....
- LE** — .....
- LF** — .....
- LG** — .....
- LH** — .....
- LI** — .....



Column Right 90°



Column Left 90°



Guide boat  
executes  
manoeuvre on  
Signal, Boats  
following in  
order on  
arriving at  
same point

H.  
Single Column



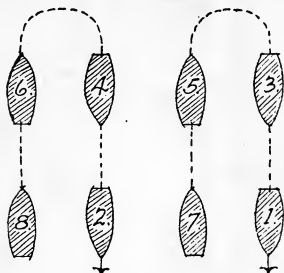
I.

Double Column.



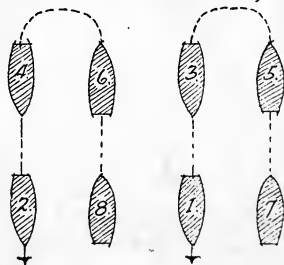
I.

Columns Countermarch Right 180°



I.

Columns Countermarch Left 180°



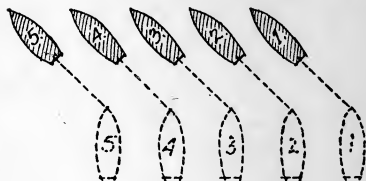
**J.**

*Boats Right 45°*



**K.**

*Boats Left 45°  
When in Line Abreast formation.*



**K.**

*Boats Left 45°*

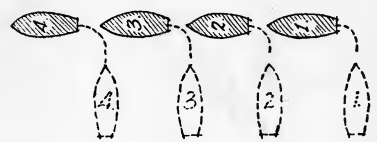
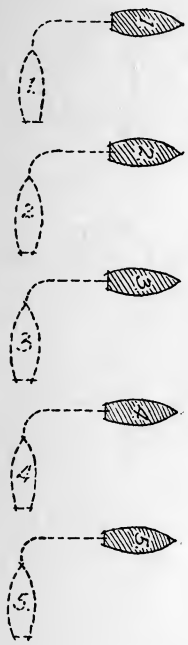


**J.**

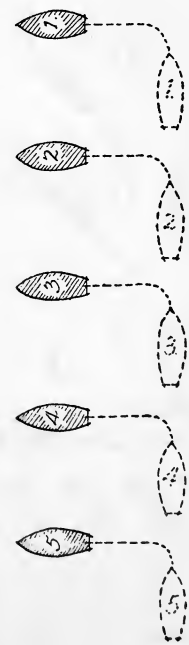
*Boats Right 45°  
When in Line Abreast formation.*



**L.** Boats Right 90°  
**M.** Boats Left 90°  
 When in Line Abreast formation.



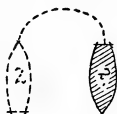
**M.** Boats Left 90°



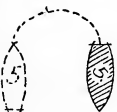
**L.** Boats Right 90°  
 When in Line Abreast formation.



N. *Boats Right 180°*      O. *Boats Left 180°*  
 When in Line Abreast formation.



O. *Boats Left 180°*

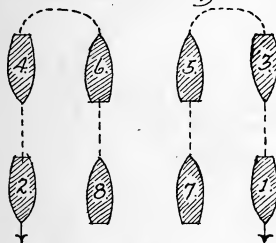


N. *Boats Right 180°*  
 When in Line Abreast formation.



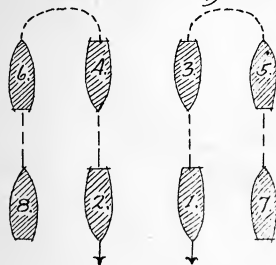
### I A.

Columns Counter-march Outside 180°.  
Starboard Column turning to Right,  
Port Column turning to Left



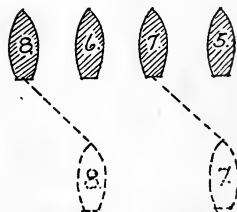
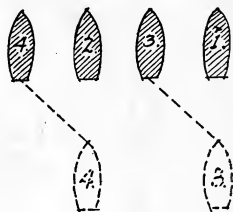
### I B.

Columns Counter-march Inside 180°.  
Starboard Column turning to Left,  
Port Column turning to Right.



### I C.

Form Column of Fours.





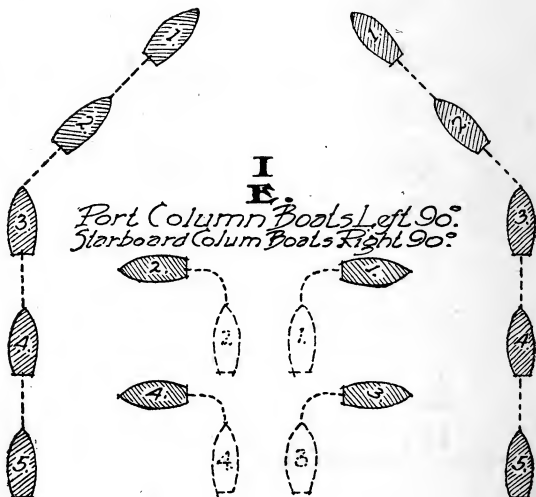
**J.**

*Column Right 45°*



**K.**

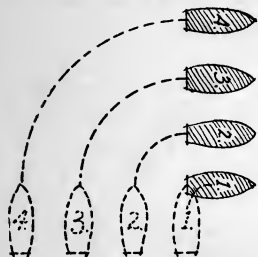
*Column Left 45°*



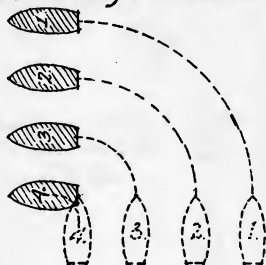
**I  
F.**  
*Port Column Boats Right 90°*  
*Starboard Column Boats Left 90°*



**L.**  
*Line abreast Right Wheel 90°.*



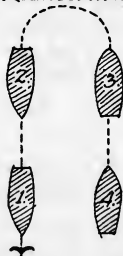
**M.**  
*Line abreast Left Wheel 90°.*



**N.**  
*Single Column Countermarch Right 180°.*



**O.**  
*Single Column Countermarch Left 180°.*



## TACTICAL SUGGESTIONS FOR COMMANDERS OF LOCAL SQUADRONS.

1. These suggestions are more particularly intended for officers in command of Squadron Drills, but should be studied by all Squadron members. The chief purpose of drills and maneuvers with boats is to train members in observation, ability to make quick and intelligent decisions, and the efficient handling of boats. Accuracy in steering and correct position in line are the first essentials, and Squadrons should aim to perform the more simple maneuvers with precision, rather than to hurry on to the complicated formations before they know how to keep proper distances or turn in uniform arcs.

2. Before undertaking drills on the water Commanders should confer with their Lieutenants and make sure they understand the signals and formations, and then have a meeting of the entire Squadron, when the signal book can be studied and explained. Each boat should have an answering pennant, and display it with signal halliards from mast or spreader; but if without a mast (or if the mast is inconvenient to reach when shorthanded) it should be displayed from a boat hook, or hand pole, or oar, so that it can be plainly seen. Impress upon all that a signal always remains displayed until acknowledged by all to whom it is directed, and that maneuvering signals are executed the moment the signal is hauled down, and **never before**. The answering pennant must never be hoisted until the meaning of the signal is understood.



When the Commander perceives that all boats to whom the signal is directed have hoisted the answering pennant, he can then haul down his signal and cause the order to be executed. If some boat has evidently misunderstood the signal the Commander may hoist T (resume previous formation), or in emergencies Q or R, or even S.

3. **Lieutenants and Dispatch Boats** should acknowledge signals by repeating them, thus serving the double purpose of assuring the Commander that his signal is seen and understood, and also of relaying the signal to other boats. About every fifth or sixth boat in line should repeat signals, and Lieutenants should be placed accordingly. It is sometimes a good plan to station the Lieutenant Commander, (or second in command) in the center or at the end of the line, to observe and correct any mistakes. Commanders should appoint temporary Lieutenants to repeat signals when necessary, and should use Z or LA, etc., immediately if mistakes are made in repeating signals.

4. There should be at least one Dispatch Boat for each ten boats in line, and this boat should take and maintain a normal position about 100 to 200 yards abreast of the center of the division or section of the line it serves. Signals which the Dispatch Boats repeat are thus shown at a considerable angle and may be more easily read. Dispatch Boats leave these positions in executing special orders, and return to them when the special duty is completed. If practical they may repeat signals even while performing special duty, and unless otherwise designated the Dispatch Boat nearest responds to the signal Rep U (Dispatch Boat wanted) when hoisted by Commander or other boats.

**5. Position Numbers.** The Commander should assign to each boat a definite position in line for each drill, bearing in mind the size and speed of boats, and the experience of the Captains, and should communicate this position number to each Captain by signal, Dispatch Boat or messenger, also stating if possible the entire list of position numbers, and particularly the name of the boat to be followed. With this precaution, if any boat fails to take its position or drops out of line, if in single column the other boats should immediately close up and assume new position numbers where required; if in double column, or other formations, boats should close up only on orders from Flagboat, and Commanders should usually get the Squadron into single column before giving such orders. In every case Captains should carefully note their new position numbers. This is most important. These position numbers for drill have nothing to do with the number assigned to each member and his boat, and used as a permanent number for purposes of communication. These numbers should be published in General Orders by each local Commander at the beginning of the season, and they may be used in signalling to boats from the shore. All boats should carry megaphones. To avoid the confusion of too many flags, Captains should not display any flag at the masthead during a Drill Period, but should haul down their private signals. Squadron officers, however, should display their official flag during drill.

**6. Flagboat and Guide.** The Flagboat is always No. 1 in line, but when G is displayed (disregard movements of Flagboat) the new Guide Boat becomes No. 1, and other boats assume new position numbers accordingly. In all formations boats should take line

on either the Flagboat or the boat displaying the Guide Flag V. Guide Boats must be handled with the utmost precision of course and speed and boats likely to need the Guide Flag should have one ready for immediate use. When Flagboat resumes position and displays E (Flagboat will act as guide), other boats assume new position numbers. Commanders may use signals HA, etc., to call attention to these changes.

7. Each Commander should keep a Season's Record Book, covering attendance at drills and showing position of each boat in line, with reports as to efficiency in the successive maneuvers, etc., for each day's drill. He should designate certain officers to observe the details of the drill, and thus assist him in making up this report. Upon a boat joining or rejoining, and being assigned a position number in the formation, other boats thereby affected must assume and carefully note their new positions. Boats which have temporarily dropped out of line, when ready to rejoin the formation, should ask the Commander "What position shall I take?" by signal HG or otherwise, and then execute the order. If this is impractical the boat should take last position in line until otherwise ordered.

8. **Distance.** The Commander having hoisted P, then hoists A, gets underway, and hoists H (single column). Boats fall into line 50 yards apart. This distance may be learned by observing the distance between two buoys, two moorings, two piers, or two fixed objects on shore which are approximately the given distance apart. Some such scheme should be laid off and all members should practice the observation of this and other distances as much as possible. A log similar to the Navy "towing spar" may be towed 50 yards astern. The log should be about three feet

long, painted white, with a small weight at the after end and having the line made fast about eight inches from the forward end. It should be only used at discretion of Commanders.

**9. Speed and Course.** The Flagboat then establishes a uniform rate of speed, with especial regard to weather conditions and speed of slowest boat. Each Captain will then give particular attention to his engine adjustments, make his boat run regularly at this speed, and keep his proper position in line. It is suggested that Captains study the sound of their engines and learn to time revolutions by the watch, using intervals of 15 seconds. When uniform speed is established note the approximate r. p. m. as standard for the day's drill. This is most important.

**10. Careful and accurate steering** is equally important. Captains should note the compass course, and having in mind wind, tide and other conditions, should constantly check up their position by following the wake of the boats ahead, getting a range with masts, flag staffs, or funnels, etc. Commanders may announce the course by signal or determine a certain course as the base line for a set of evolutions.

**11. First Drill.** When the column is well under way, and uniform speed is evidently established, the Commander may hoist J or K, followed by K or J, in order to try out the Squadron in keeping a good single column. Use Q or R or HW (take positions 50 yards apart) when necessary. The leading boat may purposely steer a somewhat circular course in order to allow boats out of line to cut the corners on the turns and make up distances. Captains who are out of position should always avail themselves of any such opportunity to regain their proper positions in this way. After about a half hour try I (double

column), then H (back to single column), repeating this I-H-I-H, etc., changing the Squadron back and forth as rapidly as possible four or five times, so that all hands may become accustomed to rapid execution of orders.

12. At the end of the drill the Squadron may be disbanded, anchored at will or by position, or any other arrangements made by signal or as predetermined. In giving the signal BZ (anchor by position) Commanders should plan a formation which will insure proper room for each boat to swing when anchored, and must also be sure that the anchorage is large enough to accommodate the entire Squadron. I, followed by L or M, is one of the best combinations for this purpose; but BZ is to be executed only when hauled down, and may thus remain displayed during the execution of other maneuvers, and should be hoisted in time for Captains to make preparation. It is especially valuable to have all the participants in a drill assemble on board the Flagboat or on shore as soon as possible after its conclusion, when the results of the drill can be discussed, mistakes or errors pointed out, or misunderstandings explained and made clear.

13. **The Second Drill** should last from one to two hours. Start with single column, and when it is running smoothly alternate from single to double column from 40 to 60 minutes, making the changes slowly enough to insure the proper positions and alignment, which were overlooked in the first drill, as rapidity of execution was then most important. In these changes even number boats should maintain standard speed as much as possible. Captains must handle their engines with close attention, slowing or speeding up as is necessary, and when they are in position returning to standard speed. If this drill covers two

hours, the first part of the second hour can be given to attempting L, M, N, O, Rep H, H Rep, Rep N, and Rep O formations, in varying order, trying to get rapidity of execution as at the first drill. The latter part of the drill should be changes between H and I again, with careful attention to precision of movement.

14. At the **Third Drill** the Commander may find it useful to prepare in advance for his own use a list of maneuvers, so that there may be no delay or hesitation in hoisting signals. Repetitions of H and I should be used, and particular attention given to turns in both single and double column. In these turning maneuvers all Captains must learn to turn on the same arc, and without changing speed. This means careful steering and reference to the turning arc of the slowest turning boat, which is usually the largest and longest boat in line. Note compass bearings, and be sure the boat is finally headed on the proper new course. In line abreast formations keep the midship section of the boat on an imaginary line drawn at right angles to midship section of the guide boat. If all boats keep uniform speed and turn on the same arc, these formations can be carried out with surprising precision, and will make a creditable appearance. The execution of these maneuvers is a real test of efficiency in handling boats.

15. Maneuvers based on W and X may now be tried, and Captains should give careful attention to whistle signals when passing or crossing boats of the other column. Under W and X the starboard and port columns retain their respective identities without regard to where the maneuvers may take them. These formations require plenty of sea room, and Commanders should have a very definite plan, so that signals are made, answered and executed promptly. W and

X can both be displayed, and each column be maneuvered at the same time, but the two columns must not be allowed to get too far apart, and must ultimately be brought back to their original positions.

16. In the **Fourth Drill** H and I should be very good, the W and X work good, and the turns and line abreast formations should be fair. Further drills should be planned by Commanders so as to provide sufficient variety to keep every Officer and Captain on the alert, at the same time aiming to perfect any maneuvers in which Squadrons require special training. Certain signals have been purposely left blank in the Code Book, and Commanders are expected to work out and experiment with new formations as their Squadrons become more proficient and ready for complicated work. Great care should be taken not to go too fast in this, however, but new maneuvers which have proved successful should be reported to the Chief Commander.

17. In large Squadrons, with over 12 boats, or even a smaller number, it is well to go through the first few drills in separate Divisions, and for this purpose Commanders should hoist "Division Flag" at the beginning of the drill before A is hoisted. At and from the Fourth Drill these Divisions may unite as a complete Squadron in one unit, Commanders hoisting "Squadron Flag," either at the beginning of the drill or at some time during its progress. When a Squadron has more than 12 boats in line it is best for the Flag-boat carrying the Commander to be outside the line. This is done by hoisting G, and having the Guide Boat instructed in advance as to speed, courses, probable maneuvers, etc. The Commander continues to issue all orders, but is in a much better position to observe and direct the evolutions.

**18. Organization.** Commanders should plan maneuvers with a view to proper sequence in order to avoid contradictory or confusing formations, and in extreme emergencies hoist S (break formation), then H (single column), preceded by E (Flagboat will act as guide), if necessary, and continue the drill. Commanders and other officers will find it advantageous to have a crew on their boats competent to steer and handle signals, thus leaving them free to give or repeat orders and observe their execution. Squadron members not owning boats are particularly good material for such a crew.

**19.** Squadron Commanders should endeavor to create an efficient working organization by frequent conferences with their subordinate officers, at which ideas and suggestions should be encouraged and discussed. Specific duties and responsibilities should be assigned and explained. Each Lieutenant should have certain boats definitely assigned to him as a Division, and should be held responsible for the attendance and efficiency of such boats and their Captains. Beneficial results can be obtained by allowing Lieutenants frequently to handle their Divisions independently. Signal drills with flags may be held ashore during the winter, and representations of boats a few inches long, to be used on a table, may be made of various materials and have been found very valuable in the study of Squadron tactics.

**20. The Lieutenant Commander** should work in close co-operation with the Commander, and have definite duties and responsibilities. He may have a Division assigned to him, particularly at first, and should have frequent opportunities to handle it independently. The command of the Squadron should occasionally be turned over to him, and if the Squad-



ron be very large he may command and be regularly responsible for a Second Section. His position in line depends on circumstances, and where he can best serve the particular purposes of the day's drill.

21. **The Flag Lieutenant** is the general executive assistant to the Commander. At drills he assembles the boats, carries messages, etc., and gets the Squadron together as directed. He need not be a boat owner, and can be very valuable to the Commander on the bridge. A fast launch at his disposal is of great assistance.

22. **Inspector.** Each Local Squadron should have at least one Inspector (not necessarily a Lieutenant), appointed by the Commander with the approval of the District Board of Instruction and Examination. It is the duty of Inspectors to see that Squadron boats have on board at all times the equipment, etc., required by United States laws, and to perform this, and other duties, as directed by the Commander or District Board, reporting in such manner and form as said Board may designate. Inspectors should be provided with proper credentials.

23. **When Passing in Review** the best formation is double column, with the reviewing boat between the columns. Commanders should so maneuver the Squadron as to accomplish this to best advantage, but may at their discretion use single column or some other formation as local conditions may make it advisable. (See Yacht Routine for signal etiquette.)

24. The Chief Commander will be glad at all times to consider questions and problems, not specifically covered in the Drill and Code Book, and Squadron Commanders should not hesitate to seek his advice.

## MEMORANDA

## CLUB CODE — SPECIAL SIGNALS

- A — Accident.
- B — Protest.
- C — Yes—Affirmative—Assent.
- D — No—Negative—Refusal.
- E — Do you assent to postponing the race until later in the day?
- F — Do you assent to calling race off for the day?
- G — Race postponed until later in the day.
- H — Race postponed for the day.
- I — Race postponed .....
- J — Race is off.
- K — Race will be called at .....
- L — Finish race off.
- M — Race will finish at end of first round.
- N — The starting line will be shifted.
- O — Mark has shifted; this vessel is the mark.
- P — Preparatory signal.
- Q — Surgeon is wanted on board immediately.
- R — Man overboard.
- S — I want a pilot.
- T — Club launch wanted.
- U — Get under way at .....
- V — Permission to leave Fleet is requested.
- W — Permission to disregard orders is requested.
- X — Permission granted.
- Y — Come within hail.
- Z — .....

## CLUB CODE—GENERAL SIGNALS

- BA** — Start at .....
- BC** — Start from .....
- BD** — Start for .....
- BE** — The Fleet will not start at present.
- BF** — The Fleet will not start today.
- BG** — The Fleet will not start until .....
- BH** — Proceed to .....
- BI** — Proceed at will.
- BJ** — May I proceed at will?
- BK** — Proceed to ..... at .....
- BL** — Anchor near me.
- BM** — Anchor at .....
- BN** — Where are we to anchor?
- BO** — Anchor for the night at .....
- BP** — Anchor at will.
- BQ** — Are you going to anchor at .....?
- BR** — Return to anchorage.
- BS** — Anchor clear of the channel.
- BT** — Intend to anchor during fog.
- BU** — Where are you bound?
- BV** — Bound for .....
- BW** — Where are you from?
- BX** — Come from .....
- BY** — When did you leave (or pass) .....?
- BZ** — .....
- CA** — Regatta Committee report on board this vessel at .....
- CB** — Is Regatta Committee on board?
- CD** — When will race be started?
- CE** — Race will be started at .....
- CF** — Do you agree to race tomorrow?

- CG** — The course will be .....  
**CH** — Course No. 1.  
**CI** — Course No. 2.  
**CJ** — Course No. 3.  
**CK** — Course No. 4.  
**CL** — Course No. 5.  
**CM** — Report of Regatta Committee now ready.  
**CN** — Spare hands for race wanted.  
**CO** — Will you join Fleet at .....?  
**CP** — Will join Fleet at .....  
**CQ** — Take time at finish.  
**CR** — This yacht will take time at finish.  
**CS** — Finish here.  
**CT** — Single-masted vessels and yawls.  
**CU** — Schooners.  
**CV** — Sloops.  
**CW** — Yawls.  
**CX** — Steam yachts.  
**CY** — Auxiliaries.  
**CZ** — Power boats.  
**DA** — Do you understand my signal?  
**DB** — Cannot understand your signal.  
**DC** — Repeat my signal.  
**DE** — Have you an International Code Book?  
**DF** — Have no International Code Book.  
**DG** — Shift signal to more conspicuous hoist.  
**DH** — Signal not understood though flags are distinguished.  
**DI** — Previous signal annulled.  
**DJ** — Unable to comply with signal.  
**DK** — Dress ship tomorrow at morning colors.  
**DL** — The Fleet will illuminate at .....  
**DM** — Dress ship at .....  
**DN** — Send your boat ashore.  
**DO** — Send your launch ashore.

- DP -- Send your boat alongside.
- DQ -- All boats belonging to this yacht return at once.
- DR -- Cannot send boat—launch—dingey.
- DS -- Pick up boats adrift.
- DT -- .....
- DU -- .....
- DV -- .....
- DW -- .....
- DX -- .....
- DY -- .....
- DZ -- .....
- EA -- Are you in need of assistance?
- EB -- Am in need of assistance.
- EC -- Vessel is on fire, needs assistance.
- ED -- Am aground.
- EF -- Am afloat.
- EG -- Am dragging.
- EH -- You will be aground at low water.
- EI -- Send towboat.
- EJ -- Send hawser.
- EK -- Send anchor.
- EL -- Have you a chart of .....?
- EM -- I want a tow.
- EN -- Do you want a tow?
- EO -- How is the weather outside?
- EP -- Moderate weather outside.
- EQ -- Heavy weather outside.
- ER -- Fog outside.
- ES -- Clear outside.

- ET** — Calm outside.  
**EU** — There is a sea on.  
**EV** — Wind outside is from .....  
**EW** — Where can I get coal?  
**EX** — Where can I get water?  
**EY** — Need a surgeon; send one from nearest place.  
**EZ** — Is there a surgeon (or doctor) in the Fleet?  
**FA** — Captains report on board Flagship at .....  
**FB** — Captains and guests are invited on board  
           Flagship at .....  
**FC** — Captains report on board Flagship on com-  
           ing to anchor.  
**FD** — Meeting of Captains postponed until .....  
**FE** — Report on board at .....  
**FG** — All yachts in Fleet send a boat to Flagship  
           for instructions.  
**FH** — .....  
**FI** — Commodore.  
**FJ** — Vice Commodore.  
**FK** — Rear Commodore.  
**FL** — Junior Flag Officers.  
**FM** — Secretary.  
**FN** — Fleet Captain.  
**FO** — Fleet Surgeon.  
**FP** — Measurer.  
**FQ** — Regatta Committee.  
**FR** — Club Station.  
**FS** — Send a boat to Flagship.  
**FT** — Wish to communicate with you.  
**FU** — Congratulations. Well done.  
**FV** — I wish you a pleasant voyage.  
**FW** — Thank you.  
**FX** — ..... will be the Committee Boat.  
**FY** — Divine service will be held on board Flagship  
           at .....

- FZ** — Fleet (or Squadron) is disbanded.  
**GA** — Will you come on board at .....?  
**GB** — Will you breakfast with me at .....?  
**GC** — Will you lunch with me at .....?  
**GD** — Will you dine with me at .....?  
**GE** — Will meet you on shore at .....  
**GF** — Will meet you at the Club at .....  
**GH** — Will be on board at .....  
**GI** — And bring your guests.  
**GJ** — Send a boat for me.  
**GK** — Am not going ashore.  
**GL** — When do you go ashore?  
**GM** — Previous engagement prevents.  
  
**GN** — .....  
**GO** — Order a carriage for me.  
**GP** — Order a coupe for me.  
**GQ** — Order an automobile for me.  
**GR** — Will send a reply.  
**GS** — Are there any letters for me at .....?  
**GT** — Mail for you ashore at .....  
**GU** — Bring or send my mail.  
**GV** — Can you take a letter or telegram for me?  
**GW** — At once.  
**GX** — Have you any newspapers?  
  
**GY** — .....  
  
**GZ** — .....



## ADDITIONAL CONVERSATIONAL SIGNALS

**LK** — How are you?

**LM** — Very well.

**LN** — Fairly.

**LO** — Poorly.

**LP** — It is rather rough.

**LQ** — Is it too rough for comfort aboard your  
boat?

**LR** — Is this not a fine day?

**LS** — Are you enjoying the trip?

**LT** — Are your guests enjoying the trip?

**LU** — Are your guests seasick?

**LV** — Have your guests left you?

**LW** — Are you taking much water aboard?

**LX** — Do you think it will rain?

**LY** — Do you think it will blow?

**LZ** — Do you think it will clear?

**MA** — Do you think the fog is coming in?

**MB** — Do you think the fog is lifting?

**MC** — Good-bye and good luck.

**MD** — Will you come aboard when we come to  
anchor?

**ME** — Will you come aboard now?

**MF** — Will come aboard later.

**MG** — Will come aboard at .....

**MH** — Do you wish to put into .....?

**MI** — How is your motor running?

**MJ** — My motor is running badly.

**MK** — When do you expect to be in .....?

**ML** — Are you in shoal water?

**MN** — I am in shoal water.

**MO** — Deep water is to starboard.

**MP** — Deep water is to port.

**MQ** — Deep water is astern.

**MR** — Deep water is ahead.

**MS** — .....

**MT** — .....

**MU** — .....

**MV** — .....

**MW** — .....

**MX** — .....

### NUMBERS

Signals flown with numbers on separate hoist are directed only to boats of numbers indicated. When flown with Repeater above numbers refer to speed in knots.

<b>XA</b> — 1	<b>XS</b> — 15	<b>YL</b> — 33
<b>XB</b> — 2	<b>XT</b> — 16	<b>YM</b> — 34
<b>XC</b> — 3	<b>XU</b> — 17	<b>YN</b> — 35
<b>XD</b> — 4	<b>XV</b> — 18	<b>YO</b> — 36
<b>XE</b> — 5	<b>XW</b> — 19	<b>YP</b> — 37
<b>XF</b> — 5½	<b>XY</b> — 20	<b>YQ</b> — 38
<b>XG</b> — 6	<b>XZ</b> — 21	<b>YR</b> — 39
<b>XH</b> — 6½	<b>YA</b> — 22	<b>YS</b> — 40
<b>XI</b> — 7	<b>YB</b> — 23	<b>YT</b> — 41
<b>XJ</b> — 7½	<b>YC</b> — 24	<b>YU</b> — 42
<b>XK</b> — 8	<b>YD</b> — 25	<b>YV</b> — 43
<b>XL</b> — 8½	<b>YE</b> — 26	<b>YW</b> — 44
<b>XM</b> — 9	<b>YF</b> — 27	<b>YX</b> — 45
<b>XN</b> — 10	<b>YG</b> — 28	<b>YZ</b> — 46
<b>XO</b> — 11	<b>YH</b> — 29	<b>ZA</b> — 47
<b>XP</b> — 12	<b>YI</b> — 30	<b>ZB</b> — 48
<b>XQ</b> — 13	<b>YJ</b> — 31	<b>ZC</b> — 49
<b>XR</b> — 14	<b>YK</b> — 32	<b>ZD</b> — 50

## NAMES OF PLACES AND FAIRWAYS

- NA — Absecon Light, N. J.
- NB — Annapolis, Md.
- NC — Ardsley on Hudson, N. Y.
- ND — Atlantic Highlands, N. J.
- NE — Baker's Island Light, Me.
- NF — Baltimore, Md.
- NG — Bangor, Me.
- NH — Bar Harbor, Me.
- NI — Bar Island, North side of Bar Harbor, Me.
- NJ — Barnegat Light, N. J.
- NK — Bartlett Reef Light Vessel.
- NL — Bath, Me.
- NM — Bass Harbor, Me.
- NO — Bay Ridge, New York Bay.
- NP — Beaver Tail, R. I.
- NQ — Belfast, Me.
- NR — Beverly, Mass.
- NS — Black Rock Harbor, Conn.
- NT — Block Island, R. I., East Harbor.
- NU — Block Island, West Harbor, Great Pond.
- NV — Brenton Reef Light Vessel.
- NW — Bristol, R. I.
- NX — Boon Island, Me.
- NY — Boothbay, Me.
- NZ — Boston, Mass.
- OA — Boston Light Vessel, Mass.
- OB — Camden, Me.
- OC — Campobello, N. B.
- OD — Cape Ann, Mass.
- OE — Cape Charles, Va.
- OF — Cape Cod, Mass.
- OG — Cape Elizabeth, Me.

- OH — Cape Hatteras, N. C.
- OI — Cape Henlopen, Del.
- OJ — Cape Henry, Va.
- OK — Cape May, N. J.
- OL — Cape Poge, Mass.
- OM — Cape Porpoise Harbor, Me.
- ON — Cape Sable, N. S.
- OP — Captain's Island Light House, Conn.
- OQ — Casco Bay, Me.
- OR — Casco Passage, Me.
- OS — Castine, Me.
- OT — Chatham Lights, Mass.
- OU — Chatham Roads, Mass.
- OV — City Island, N. Y.
- OW — Cold Spring Harbor, L. I., N. Y.
- OX — Clark's Point, Buzzards Bay, Mass.
- OY — Coney Island Point, N. Y.
- OZ — Cornfield Point Light Vessel.
- PA — Cranberry Island, Me.
- PB — Cross Rip Light Vessel.
- PC — Cutler, Little River, Me.
- PD — Cuttyhunk, Mass.
- PE — Deer Island Thoroughfare, Me.
- PF — Delaware Breakwater, Del.
- PG — Duck Island Breakwater, Conn.
- PH — Dutch Island Harbor, R. I.
- PI — East Chop, Vineyard Haven, Mass.
- PJ — Eastern Point Breakwater, Mass.
- PK — Eastport, Me.
- PL — Eaton's Neck, N. Y.
- PM — Edgartown, Mass.
- PN — Eggemoggin Reach, Me.
- PO — Egg Rock, Frenchmen's Bay, Me.
- PQ — Faulkner Island, Conn.
- PR — Fire Island, N. Y.

- PS — Fire Island Light Vessel.  
PT — Fisher's Island Sound.  
PU — Five Fathom Bank Light Vessel.  
PV — Franklin Island Light House, Me.  
PW — Fort Pond Bay, N. Y.  
PX — Fortress Monroe, Va.  
PY — Fox Island Thoroughfare, Me.  
PZ — Gardner's Island, N. Y.  
QA — Gardner's Bay, N. Y.  
QB — Gay Head, Mass.  
QC — Gilkey Harbor, Isleboro, Me.  
QD — Glen Cove, N. Y.  
QE — Gloucester, Mass.  
QF — Gloucester, Eastern Point.  
QG — Goat Island, Me.  
QH — Grand Manan, N. B.  
QI — Grand Manan Channel, N. B.  
QJ — Graves, The, Mass.  
QK — Gravesend Bay, N. Y.  
QL — Greenport, N. Y.  
QM — Greenwich, Conn.  
QN — Greene's Ledge Light, Norwalk, Conn.  
QO — Half Way Rock, Mass.  
QP — Half Way Rock, Me.  
QR — Halifax, N. S.  
QS — Hampton Roads, Va.  
QT — Harding's Ledge, Mass.  
QU — Harpswell Sound, Me.  
QV — Head Harbor, N. B.  
QW — Hen and Chickens Light Vessel, Mass.  
QX — Highland Light, Mass.  
QY — Horseshoe, N. J.  
QZ — Horton Point, N. Y.  
RA — Hull, Mass.  
RB — Huntington Bay, N. Y.

- RC** — Hyannis Port, Mass.
- RD** — Isles of Shoals, N. H.
- RE** — Kittery, Me.
- RF** — Larchmont Harbor, N. Y.
- RG** — Lloyd Harbor, N. Y.
- RH** — Machiasport, Me.
- RI** — Marblehead, Mass.
- RJ** — Marblehead Rock, Mass.
- RK** — Martinicus Island, Me.
- RL** — Mattincock Point, N. Y.
- RM** — Monhegan, Me.
- RN** — Monomoy, Mass.
- RO** — Montauk Point, N. Y.
- RP** — Morris Cove, Conn.
- RQ** — Mount Desert Rock, Me.
- RS** — Muscle Ridge Channel, Me.
- RT** — Nahant, Mass.
- RU** — National Harbor of Refuge, Del.
- RV** — Nantasket Roads, Mass.
- RW** — Nantucket, Mass.
- RX** — Nantucket Shoals.
- RY** — Napeague, N. Y.
- RZ** — Narragansett Pier, R. I.
- SA** — Nauset Beacons, Mass.
- SB** — New Bedford, Mass.
- SC** — Newburyport, Mass.
- SD** — New Haven, Conn.
- SE** — New London (town), Conn.
- SF** — New London Light House, Conn.
- SG** — Newport, R. I.
- SH** — New Rochelle, N. Y.
- SI** — New York, N. Y.
- SJ** — Norfolk, Va.
- SK** — North East End Light Vessel, N. J.
- SL** — North East Harbor, Me.

- SM** — Northport, N. Y.  
**SN** — Old Field Point Light, N. Y.  
**SO** — Oyster Bay, L. I., N. Y.  
**SP** — Orient Point Light, N. Y.  
**SQ** — Peak's Island, Portland, Me.  
**SR** — Penfield Reef Light, Conn.  
**ST** — Plum Gut, N. Y.  
**SU** — Point Judith, R. I.  
**SV** — Point Judith Breakwater, R. I.  
**SW** — Pollock Rip Light Vessel, Mass.  
**SX** — Port Jefferson, N. Y.  
**SY** — Portland, Me.  
**SZ** — Portland Light Vessel.  
**TA** — Portsmouth, N. H.  
**TB** — Portsmouth, Little Harbor, N. H.  
**TC** — Potts Harbor, Me.  
**TD** — Provincetown, Mass.  
**TE** — Providence, R. I.  
**TF** — Quick's Hole, Mass.  
**TG** — Race Rock Light, N. Y.  
**TH** — Race, The, N. Y.  
**TI** — Riverside, Conn.  
**TJ** — Rockland, Me.  
**TK** — Rockport, Me.  
**TL** — Sag Harbor, N. Y.  
**TM** — Salem, Mass.  
**TN** — Sandy Hook, N. J.  
**TO** — (Sandy Hook) Ambrose Channel Light  
           Vessel.  
**TP** — Saybrook Breakwater, Conn.  
**TQ** — Seagirt Light, N. J.  
**TR** — Seal Island Light, N. S.  
**TS** — Sequin Island, Me.  
**TU** — Scotland Light Vessel.  
**TV** — Sheffield Island Light House, Conn.

- TW** — Shelter Island, N. Y.  
**TX** — Shinnecock Light, N. Y.  
**TY** — Shrewsbury Rocks, N. J.  
**TZ** — Small Point Harbor, Me.  
**UA** — Somes Sound, Me.  
**UB** — South West Harbor, Me.  
**UC** — South West Ledge, New Haven, Conn.  
**UD** — St. John, N. B.  
**UE** — Stamford, Conn.  
**UF** — Stapleton, S. I., N. Y.  
**UG** — Stonington, Conn.  
**UH** — Stratford Point Light, Conn.  
**UI** — Stratford Shoal Light Vessel, Conn.  
**UJ** — Tarpaulin Cove, Mass.  
**UK** — Tennant Harbor, Me.  
**UL** — Thimble Islands, Conn.  
**UM** — Tompkinsville, S. I., N. Y.  
**UN** — Twenty-third Street, E. R., N. Y.  
**UO** — Vineyard Haven, Mass.  
**UP** — Vineyard Sound Light Vessel, Mass.  
**UQ** — Watchhill, R. I.  
**UR** — West Chop, Mass.  
**US** — West Island, R. I.  
**UT** — Whitehead Island Light, Me.  
**UV** — Whitestone Landing, N. Y.  
**UW** — Winter Harbor, Me.  
**UX** — Woods Hole, Mass.  
**UY** — Wood Island, Me.  
**UZ** — Port Clyde, Me.  
**VA** — Wellfleet, Mass.  
**VB** — Barnstable, Mass.  
**VC** — Cape Cod, Canal, North Entrance.  
**VD** — Cape Cod, Canal, South Entrance.  
**VE** — Plymouth, Mass.  
**VF** — Duxbury, Mass.



- VG** — Green Harbor, Mass.  
**VH** — North River, Mass.  
**VI** — Scituate, Mass.  
**VJ** — Cohasset, Mass.  
**VK** — Hull Gut, Mass.  
**VL** — Nantasket Wier River, Mass.  
**VM** — Hingham,—H. Y. C.—Mass.  
**VN** — Weymouth, Mass.  
**VO** — Fore River, Mass.  
**VP** — Quincy Yacht Club.  
**VQ** — West Passage—City Point to Hull, Mass.  
**VR** — Main Ship Channel, Boston.  
**VS** — Broad Sound, Boston.  
**VT** — Deer Island Channel, Boston.  
**VU** — Shirley, Mass.  
**VW** — Winthrop,—W. Y. C.—Mass.  
**VX** — Cottage Park Y. C., Mass.  
**VY** — East Boston, Mass.  
**VZ** — Mystic River, Mass.  
**WA** — Charles River, Mass.  
**WB** — B. Y. C., Rowes Wharf, Boston.  
**WC** — B. Y. C., South Boston.  
**WD** — Neponset River, Mass.  
**WE** — Savin Hall, Mass.  
**WF** — Lynn, Mass.  
**WG** — Manchester, Mass.  
**WH** — Magnolia, Mass.  
**WI** — Squam River, Mass.  
**WJ** — Annisquam,—A. Y. C.—Mass.  
**WK** — Rockport, Mass.  
**WL** — Ipswich, Mass.  
**WM** — York Harbor, Me.  
**WN** — Kennebunkport, Me.  
**WO** — Biddeford Pool, Me.  
**WP** — Saco River, Me.

**WQ**— Prout's Neck, Me.

**WR**— .....

**WS**— .....

**WT**— .....

**WU**— .....

**WV**— .....

**WX**— .....

**WY**— .....

**WZ**— .....

### DAYS OF THE WEEK

**IQ** — Sunday

**IR** — Monday

**IS** — Tuesday

**IT** — Wednesday

**IU** — Thursday

**IV** — Friday

**IW** — Saturday

**IX** — Today

**IY** — Tomorrow

**IZ** — Yesterday

## HOURS OF THE DAY

JA — 12 noon	KA — 12 midnight
JB — 12.30 P. M.	KB — 12.30 A. M.
JC — 1.00 “	KC — 1.00 “
JD — 1.30 “	KD — 1.30 “
JE — 2.00 “	KE — 2.00 “
JF — 2.30 “	KF — 2.30 “
JG — 3.00 “	KG — 3.00 “
JH — 3.30 “	KH — 3.30 “
JI — 4.00 “	KI — 4.00 “
JK — 4.30 “	KJ — 4.30 “
JL — 5.00 “	KL — 5.00 “
JM — 5.30 “	KM — 5.30 “
JN — 6.00 “	KN — 6.00 “
JO — 6.30 “	KO — 6.30 “
JP — 7.00 “	KP — 7.00 “
JQ — 7.30 “	KQ — 7.30 “
JR — 8.00 “	KR — 8.00 “
JS — 8.30 “	KS — 8.30 “
JT — 9.00 “	KT — 9.00 “
JU — 9.30 “	KU — 9.30 “
JV — 10.00 “	KV — 10.00 “
JW — 10.30 “	KW — 10.30 “
JX — 11.00 “	KX — 11.00 “
JY — 11.30 “	KY — 11.30 “

## COMPASS SIGNALS

### From International Code

<b>AQD</b> — North	<b>ARL</b> — South
<b>AQE</b> — N. $\frac{1}{2}$ E.	<b>ARM</b> — S. $\frac{1}{2}$ W.
<b>AQF</b> — N. by E.	<b>ARN</b> — S. by W.
<b>AQG</b> — N. by E. $\frac{1}{2}$ E.	<b>ARO</b> — S. by W. $\frac{1}{2}$ W.
<b>AQH</b> — N. N. E.	<b>ARP</b> — S. S. W.
<b>AQI</b> — N. N. E. $\frac{1}{2}$ E.	<b>ARQ</b> — S. S. W. $\frac{1}{2}$ W.
<b>AQJ</b> — N. E. by N.	<b>ARS</b> — S. W. by S.
<b>AQK</b> — N. E. $\frac{1}{2}$ N.	<b>ART</b> — S. W. $\frac{1}{2}$ S.
<b>AQL</b> — N. E.	<b>ARU</b> — S. W.
<b>AQM</b> — N. E. $\frac{1}{2}$ E.	<b>ARV</b> — S. W. $\frac{1}{2}$ W.
<b>AQN</b> — N. E. by E.	<b>ARW</b> — S. W. by W.
<b>AQO</b> — N. E. by E. $\frac{1}{2}$ E.	<b>ARX</b> — S. W. by W. $\frac{1}{2}$ W.
<b>AQP</b> — E. N. E.	<b>ARY</b> — W. S. W.
<b>AQR</b> — E. N. E. $\frac{1}{2}$ E.	<b>ARZ</b> — W. S. W. $\frac{1}{2}$ W.
<b>AQS</b> — E. by N.	<b>ASB</b> — W. by S.
<b>AQT</b> — E. $\frac{1}{2}$ N.	<b>ASC</b> — W. $\frac{1}{2}$ S.
<b>AQU</b> — East	<b>ASD</b> — West
<b>AQV</b> — E. $\frac{1}{2}$ S.	<b>ASE</b> — W. $\frac{1}{2}$ N.
<b>AQW</b> — E. by S.	<b>ASF</b> — W. by N.
<b>AQX</b> — E. S. E. $\frac{1}{2}$ E.	<b>ASG</b> — W. N. W. $\frac{1}{2}$ W.
<b>AQY</b> — E. S. E.	<b>ASH</b> — W. N. W.
<b>AQZ</b> — S. E. by E. $\frac{1}{2}$ E.	<b>ASI</b> — N. W. by W. $\frac{1}{2}$ W.
<b>ARB</b> — S. E. by E.	<b>ASJ</b> — N. W. by W.
<b>ARC</b> — S. E. $\frac{1}{2}$ E.	<b>ASK</b> — N. W. $\frac{1}{2}$ W.
<b>ARD</b> — S. E.	<b>ASL</b> — N. W.
<b>ARE</b> — S. E. $\frac{1}{2}$ S.	<b>ASM</b> — N. W. $\frac{1}{2}$ N.
<b>ARF</b> — S. E. by S.	<b>ASN</b> — N. W. by N.
<b>ARG</b> — S. S. E. $\frac{1}{2}$ E.	<b>ASO</b> — N. N. W. $\frac{1}{2}$ W.
<b>ARH</b> — S. S. E.	<b>ASP</b> — N. N. W.
<b>ARI</b> — S. by E. $\frac{1}{2}$ E.	<b>ASQ</b> — N. by W. $\frac{1}{2}$ W.
<b>ARJ</b> — S. by E.	<b>ASR</b> — N. by W.
<b>ARK</b> — S. $\frac{1}{2}$ E.	<b>AST</b> — N. $\frac{1}{2}$ W.

**NUMBERS OF MEMBERS AND BOATS  
ENROLLED**

- 1 — XA .....
- 2 — XB .....
- 3 — XC .....
- 4 — XD .....
- 5 — XE .....
- 6 — XG .....
- 7 — XI .....
- 8 — XK .....
- 9 — XM .....
- 10 — XN .....
- 11 — XO .....
- 12 — XP .....
- 13 — XQ .....
- 14 — XR .....
- 15 — XS .....
- 16 — XT .....
- 17 — XU .....
- 18 — XV .....

- 19 — XW .....  
20 — XY .....  
21 — XZ .....  
22 — YA .....  
23 — YB .....  
24 — YC .....  
25 — YD .....  
26 — YE .....  
27 — YF .....  
28 — YG .....  
29 — YH .....  
30 — YI .....  
31 — YJ .....  
32 — YK .....  
33 — YL .....  
34 — YM .....  
35 — YN .....  
36 — YO .....  
37 — YP .....  
38 — YQ .....

- 39 — YR .....  
40 — YS .....  
41 — YT .....  
42 — YU .....  
43 — YV .....  
44 — YW .....  
45 — YX .....  
46 — YZ .....  
47 — ZA .....  
48 — ZB .....  
49 — ZC .....  
50 — ZD .....  
51 — ZE .....  
52 — ZF .....  
53 — ZG .....  
54 — ZH .....  
55 — ZI .....  
56 — ZJ .....  
57 — ZK .....  
58 — ZL .....

59 — ZM .....

60 — ZN .....

61 — ZO .....

62 — ZP .....

63 — ZQ .....

64 — ZR .....

65 — ZS .....

66 — ZT .....

67 — ZU .....

68 — ZV .....

69 — ZW .....

70 — ZX .....

71 — ZY .....



## SIGNALS WITH FLAGS, LANTERNS, OR FLASHING LIGHTS.

### U. S. NAVY SYSTEMS.

Signals by all these systems are spelled-out messages unless preceded by "signals," in which case they are to be found in the Code Book. A return to spelling is indicated by "letters."

Call boats by signalling THEIR numbers.

Acknowledge call by signalling YOUR OWN number.

When signal is completed, signal YOUR OWN number, preceded by "SIG."

When signal is understood, signal the sign for acknowledgment.

If signal is not understood, signal "Interrogatory," or other special signal.

### INTERNATIONAL MORSE CODE.

For Signalling with Flag, Hand Lantern, or Flashing Light.

A . —	N — .
B — . . .	O — — —
C — . — .	P . — — .
D — . .	Q — — . —
E .	R . — .
F . . — .	S . . .
G — — .	T —
H . . . .	U . . —
I . .	V . . . —
J . — — —	W . — —
K — . —	X — . . —
L . — . .	Y — . — —
M — —	Z — — . .

### Numerals.

1 . — — — —  
2 . . — — —  
3 . . . — —  
4 . . . . —  
5 . . . . .

6 — . . . .  
7 — — . . .  
8 — — — . .  
9 — — — — .  
0 — — — — —

Cornet — — — —

Preparatory (L) . — . .

Letters (follow) — — — .

Annuling (N) — .

Signals (follow) . . — —

Interrogatory (O) — — —

Interval or

Affirmative (P) . — — .

Designator . — . —

Negative (K) — . —

### WIGWAG SYSTEM.

This system is directly applicable to signalling with hand flag, hand torch, electric portable light, hand lantern or electric searchlight.

Use Dot and Dash Code with following additional

### Conventional Signs.

End of word: Front.

End of sentence: Front, front.

End of message: Front, front, front.

Error: A A Front.

Acknowledgment: M M Front.

Cease signalling: M M M Front.

Repeat after (word): C C Front A Front (word).

Repeat last word: C C Front Front.

Repeat last message: C C C Front Front Front.

Execute: H Front.

Move a little to the right: RR Front.

Move a little to the left: LL Front.  
Move a little uphill: UU Front.  
Move a little downhill: DD Front.  
Signal faster: F F Front.  
Wait a moment: . — . . . Front.  
Signature follows: Sig. Front.

There is one position and three motions. The position is with the flag or other appliance held vertically, the signalman facing directly toward the station with which it is desired to communicate. The first motion, the dot, is to the right of the sender and will embrace an arc of 90 degrees, starting with the vertical and returning to it, and will be made in a plane at right angles to the line connecting the two stations. The second motion, the dash, is a similar motion to the left of the sender. The third motion, front, is downward directly in front of the sender and instantly returned upward to the first position. This is used to indicate a pause or conclusion.

### **FLASHING LIGHT SYSTEM.**

An electric light may be installed at the masthead, visible all around the horizon and controlled from deck. Use Dot and Dash Code and Conventional Signals of Wigwag System. A short flash represents a dot, a longer flash a dash, and a long steady display, the "Front."

### **ADROIS SYSTEM.**

U. S. Navy. White and red lights on mast. Use Dot and Dash Code except for numerals. A red light represents a dot and a white light a dash. The following have a secondary meaning when the upper light is pulsated:

A (RW) Error.	S (RRR) Three.
C (WRWR) Repeat.	T (W) Four.
H (RRRR) Execute.	U (RRW) Five.
K (WRW) Negative.	V (RRRW) Six.
L (RWRR) Preparatory.	W (RWW) Seven.
N (WR) Annuling.	X (WRRW) Eight.
O (WWW) Interrogatory.	Y (WRWW) Nine.
P (RWWR) Affirmative.	Z (WWRR) Zero.
Q (WWRW) One.	Interval (RWRW) Desig-
R (RWR) Two.	nator.

### Conventional Signs.

End of word: RWRW.

End of sentence: RWRW, RWRW.

End of message: RWRW, RWRW, RWRW.

Acknowledgment: (a) In Flag Code signals repeat each display.

(b) In spelled-out messages make RWRW at end of message to indicate it is understood.

### SEMAPHORE CODE.

#### Conventional Signals.

End of word: Interval.

End of sentence: "Chop-Chop." Both arms at right horizontal and then moved up and down in a cutting motion.

End of message: Two successive "chop-chop" signals and withdrawing the flags from view.

























Repeat after (word): C C Interval A (word).

Repeat last word: C C Interval twice.

Repeat last message: C C C Interval three times.

Signature follows: Sig. Interval.

# THE SEMAPHORE SYSTEM.

Characters	HAND FLAGS	Secondary Meanings	Characters	HAND FLAGS	Secondary Meanings	Characters	HAND FLAGS	Secondary Meanings	
A		Error	I			Q		X	
B			J			R			Ac- knowl- edge
C		Repeat	K		Neg- ative	S		Z	
D			L			Pre- para- tory	T		Cornet
E		M		Annul- ling	U			Letters (follow)	
F		N			Inter- roga- tory	V			Signals (follow)
G		O		Affirm- ative		W		Interval	
H		Execute	P			Designator			

## **SMALL CRAFT, AND HURRICANE WARNINGS.**

**Small craft warning.**—A red pennant indicates that moderately strong winds are expected.

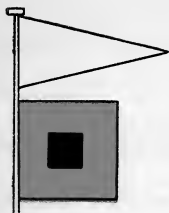
**Storm warning.**—A red flag with a black center indicates that a storm of marked violence is expected.

The pennants displayed with the flags indicate the direction of the wind: White, westerly; red, easterly. The pennant above the flag indicates that the wind is expected to blow from the northerly quadrants; below, from the southerly quadrants.

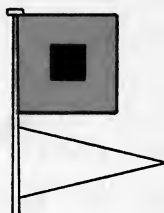
By night a red light indicates easterly winds, and a white light below a red light, westerly winds.

**Hurricane warning.**—Two red flags with black centers, displayed one above the other, indicate the expected approach of a tropical hurricane, or one of those extremely severe and dangerous storms which occasionally move across the Lakes and northern Atlantic coast.

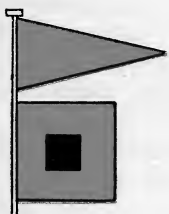
Small craft or hurricane warnings are not displayed at night.



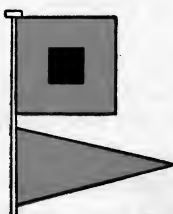
Northwesterly winds.



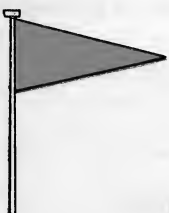
Southwesterly winds.



Northeasterly winds.



Southeasterly winds.



Small Craft.



Hurricane.

## INTERNATIONAL DISTRESS SIGNALS.

(From the International Code.)

To use the International Code, hoist the ensign over the Code Pennant.

To reply, hoist the answering pennant (same as Code Flag).

- NC — In distress; want immediate assistance.
- DC — We are coming to your assistance.
- EY — Do not attempt to land in your own boats.
- BI — Damaged rudder; cannot steer.
- BJ — Engines broken down; I am disabled.
- JD — You are standing into danger.
- FZ — Heavy weather coming; look sharp.
- FR — Bar is impossible.
- IED — Cast off.
- RIF — Make fast—to—.
- WFQ — Slack away.
- KT — Shift your berth. Your berth is not safe.
- KP — Hold on until high water.
- KH — Remain by the ship.
- AB — Abandon the vessel as fast as possible.
- KD — Landing is impossible.
- KF — Look out for rocket line (or line).
- KA — Endeavor to send a line by boat (cask, kite, raft, etc.).
- CX — No assistance can be rendered; do the best you can for yourselves.
- KG — Lookout will be kept on the beach all night.
- KE — Lights, or Fires, will be kept at the best place for coming on shore.
- KC — Keep a light burning.



- AD** — Do not abandon the vessel until the tide has ebbed.
- NM** — I am on fire.
- NO** — I am sinking (or on fire); send all available boats to save passengers and crew.
- YF** — Want assistance; mutiny.
- YL** — Want immediate medical assistance.
- YG** — Want a boat immediately (if more than one, number to follow).
- YP** — Want a tug (if more than one, number to follow).
- AG** — I must abandon the vessel.
- PT** — I want a pilot.
- VG** — What is name of ship or Signal Station in sight?
- DU** — Repeat ship's name; your flags were not made out.
- WCX** — Signal not understood, though the flags are distinguished.
- NCX** — I cannot make out the flags (or signals).
- C** — Assent—Yes.
- D** — Negative—No.

### **DISTRESS SIGNALS.**

(See Article 31 of International Rules.)

When a vessel is in distress and requires assistance from other vessels or from the shore the following shall be the signals to be used or displayed by her, either together or separately, namely:

#### **In the Daytime.**

1. A gun or other explosive signal fired at intervals of about a minute.
2. The International Code signal of distress indicated by NC.

3. The distant signal, consisting of a square flag, having either above or below it a ball or anything resembling a ball.

4. A continuous sounding with any fog-signal apparatus.

#### **At Night.**

1. A gun or other explosive signal fired at intervals of about a minute.

2. Flames on the vessel (as from a burning tar barrel, and so forth).

3. Rockets or shells throwing stars of any color or description, fired one at a time, at short intervals.

4. A continuous sounding with any fog-signal apparatus.

#### **INTERNATIONAL LIFE-SAVING SIGNALS.**

1. Upon the discovery of a wreck by night, the life-saving force will burn a red pyrotechnic light or a red rocket to signify, "You are seen; assistance will be given as soon as possible."

2. A red flag waved on shore by day, or a red light, red rocket, or red Roman candle displayed by night, will signify, "Haul away."

3. A white flag waved on shore by day, or a white light slowly swung back and forth, or a white rocket or white Roman candle fired by night, will signify, "Slack away."

4. Two flags, a white and a red, waved at the same time on shore by day, or two lights, a white and a red, slowly swung at the same time, or a blue pyrotechnic light burned by night, will signify, "Do not attempt to land in your own boats; it is impossible."

5. A man on shore beckoning by day, or two torches burning near together by night, will signify, "This is the best place to land."

## **BOAT GEAR AND EQUIPMENT.**

Power Squadron boats shall, when possible, carry the following equipment and gear:

1. Anchor with chain or line bent and ready for use.
2. Bow line coiled ready for use.
3. Stern line coiled ready for use.
4. Boat hook in convenient place (two preferable).
5. Extra pair of oars should be carried.
6. Boat bucket (folding canvass type is sufficient).
7. Answering pennant (complete International Code desirable) and Union Jack.
8. One or more circular life buoys (to be placed ready for immediate use).
9. Coston distress signals.
10. Lantern trimmed, filled and ready for lighting (for use in tender as required by law).
11. Lead and line properly marked.
12. Running lights, fog horn, fog bell, whistle, life preservers, fire extinguishers, pilot rules, etc., as required by law.
13. Fenders, large and small.
14. Emergency medical box.
15. Sea anchor.
16. Fire axe.

## **HANDLING BOATS.**

1. Make landings at slow speed. To keep too much headway and depend upon machinery for reversing is poor seamanship.

2. Navigators should know the effect of the screw on the steering. Generally speaking, the right-handed screw when going ahead tends to throw the stern to starboard; when backing, to port. The stern is always pulled around in the direction the propeller is turning. When turning a power boat, the rudder should be shifted when the propeller is shifted.
3. Landings are more easily made if the navigator bears in mind the action of the propeller. For instance, a boat with a right-hand propeller can more easily effect a landing on the left-hand side of the slip or float, by keeping the bow of the boat in close and the stern out, for by backing with the bow line fast the boat can easily be brought alongside the slip or float without any chance of accident.
4. In towing, the stern of the towing boat should be kept well down by shifting weights aft, if necessary. This keeps the propeller well immersed and gives it a good hold on the water.
5. When running in a seaway, speed should always be reduced somewhat not only to avoid shipping seas but to reduce the strain on the machinery, due to the racing of the screw. In running into a sea, it is possible by careful navigating to make fair speed, watching the seas and slowing or even stopping for a moment as heavy ones are seen bearing down upon the boat. If running more or less across the sea, it is well to head up momentarily for a heavy wave.

## YACHTING AND FLAG ETIQUETTE.

Power Squadron Members are obliged to pass an examination before they receive a certificate. This is very important, but it is also important that all members should understand yachting and flag etiquette. A boat is often known by the manner in which flags are displayed, and we do not want our Squadron boats to be criticized in this respect. The use of the flags can be summed up as follows:

Club Burgees are triangular in shape.

Owners' private signals are usually swallow tail.

Flag Officers' Flags are rectangular.

Blue designates Senior in rank.

Red next in rank.

White next in rank.

Do not fly two flags on the same hoist.

Do not display the Union Jack except on Sundays and holidays when at anchor, and never when under way.

Do not display your flags before eight A. M. or after sunset, except as later specified.

## HOW, WHEN AND WHERE TO DISPLAY FLAGS ON POWER BOATS

FLAG	WHEN FLOWN	WHERE FLOWN WITHOUT MAST	WHERE FLOWN WITH MAST
Ensign.	8 A. M. to Sundown.	Stern.	Stern.
Club Burgee	8 A. M. to Sundown.	Bow.	Bow.
Owners' Private Signals.	8 A. M. to Sundown.	Bow if displayed when under way.	Mast Head.
Flag Officers.	Day and night.		Mast Head.
Union Jack.	Sundays and holidays.	At bow instead of Burgee.	At bow instead of Burgee.
Absent Flag. (Blue rectangular.)	8 A. M. to Sundown, when at anchor only.		Burgee.
Meal Flag. (White rectangular.)	Daylight to dark during absence of owner from boat.		Starboard spreader.
Crew's Meal Flag. (Red triangular.)	During meal hours of owner in daylight when at anchor.		Starboard spreader.
Guest Flag. (Blue rectangular with white diagonal bar.)	During meal hours of crew while at anchor.		Port spreader.
	From daylight to dark when owner is absent and guests are on board.		Starboard spreader.

Take time for colors from the boat of the Senior Officers present, except when in the vicinity of a U. S. Naval Vessel or U. S. Naval Station, in which case the Flagboat takes colors from the Naval Vessel or Station.

# SQUADRON YACHT ROUTINE

## SECTION I.

### DISTINGUISHING FLAGS AND SIGNALS.

#### 1. RANK.

In making colors, salutes, etc., the boat always represents the rank of its owner, whether he be aboard or not.

#### 2. ENTERING PORT BEFORE OR AFTER COLORS.

When a boat comes to anchor or gets under way her colors should be hoisted, although the time is earlier or later than eight A. M. or sundown, provided there be sufficient light for the colors to be recognized. On entering harbor under such circumstances the colors should be hauled down immediately after anchoring. At all other times a boat should fly, between sunset and morning colors, a night pennant at the main.

#### 3. HALF-MAST COLORS.

On occasions of national mourning the ensign only should be half-masted. On the death of a boat owner the burgee and his private signal, but not the ensign, should be half-masted. When mourning is ordered for the death of a member the burgee only should be half-masted. This rule should apply to a boat both at anchor and under way.

#### 4. COLORS: HOW HALF-MASTED.

In half-masting colors they should, if not previously hoisted be first mast-headed and then lowered to half-mast. Before lowering from half-mast colors should be first mast-headed and then lowered. When the ensign is at half-mast it should be mast-headed before making or returning a salute.

5. UNOFFICIAL PRESENCE OF FLAG OFFICER.

A flag officer embarked in a boat not flying his distinctive flag, should be considered as present in an unofficial capacity.

6. When two or more boats are sailing in company, or are at anchor in sight of each other, they shall take the time for colors from the officer in command. No guns shall be fired for colors except by the boat giving the time, or between colors at sunset and colors the next morning, or on Sundays.

SECTION II.

DRESSING SHIP.

1. GENERAL RULE.

In dressing ship rectangular flags should alternate with pennants on the distance lines whenever possible.

2. DISTINCTIVE FLAGS AND FOREIGN ENSIGNS.

Flag officers' flags and burgees should not be used in dressing ship, nor should the ensign of any foreign nation be displayed, except when the dressing is in compliment to such nation. On this occasion the foreign ensign should be displayed at the fore truck.

3. NATIONAL ANNIVERSARIES.

On the Fourth of July, and when ordered on other national anniversaries, a boat in commission, not under way, should, when the weather permits, dress ship at 8 A. M., and remain dressed until sunset. When said anniversaries occur on Sunday, all special ceremonies should be postponed to the following day.

4. On special occasions, such as marine parades, a steam boat under way, or a sailing boat under tow, may dress ship.



## SECTION III.

### SALUTES.

#### 1. STEAM WHISTLES.

Steam whistles should never be used in saluting.

#### 2. GUNS.

Gun salutes should be avoided as much as possible.

#### 3. ENSIGNS.

All salutes, except as hereinafter provided, should be made by dipping the ensign.

#### 4. VESSELS OF THE U. S. NAVY.

Vessels of the United States Navy should be saluted by dipping the ensign once.

#### 5. COMMANDER.

On joining the Squadron at the beginning of a season the Commander should, on coming to anchor, be saluted by the boats present firing one gun or dipping the ensign once. On all other occasions the Commander should be saluted on coming to anchor only by the officer in command of the anchorage, who will fire one gun.

#### 6. JUNIOR FLAG OFFICER.

A junior flag officer should be saluted only by the officer in command of the anchorage by dipping the ensign once, unless the latter be senior in rank, in which case he should be saluted.

#### 7. CAPTAINS.

A Captain should salute the senior officer present by dipping the ensign once.

#### 8. PASSING.

The salute for passing boats is one dip of the ensign.

9. BOATS ENTERING PORT.

When entering port a boat should salute by dipping the ensign once when the anchor is let go. A boat entitled to a salute, entering port, should be saluted by dipping the ensign once when the anchor is let go.

10. SALUTING A FOREIGN CLUB.

On coming to anchor a boat should salute a foreign club by dipping the ensign once.

11. AFTER SUNSET, ETC.

The salute to or from a boat arriving after sunset should be made immediately after the next morning colors.

12. DURING OFFICIAL VISIT OF A FLAG OFFICER.

When a flag officer makes an official visit his flag should be hoisted at the fore on a boat with two or more masts, and at the main on a single-masted boat, and kept flying while he remains on board.

When a flag officer leaves, and is well clear of the boat, one gun should be fired and his flag be hauled down.

13. SALUTING QUARTER-DECK.

When a boat is boarded or left the quarter-deck should be saluted by touching the cap.

## SECTION IV.

### OFFICERS IN COMMAND OF ANCHORAGE.

1. DUTIES.

The senior officer present should command the anchorage, give the time for colors, make and return salutes, visits, etc.

## 2. STATION VESSEL.

His boat should remain the station vessel until a senior in rank arrives and assumes command of the anchorage.

## SECTION V.

### WITH THE SQUADRON.

#### 1. JOINING OR PARTING COMPANY.

A boat should report to the senior officer on joining the Squadron, and should obtain his permission before leaving it.

#### 2. SALUTES FROM SINGLE BOATS.

Salutes from a single boat at sea should be answered only by the Flagship.

#### 3. PASSING IN REVIEW.

When passing in review each boat salutes the reviewing boat by dipping the ensign once on passing and reviewing boat acknowledges each salute by dipping the ensign once.

## SECTION VI.

### BOAT SERVICE.

#### 1. PRECEDENCE.

The order of entering and leaving boats is, juniors enter first and leave last.

#### 2. BOAT FLAGS.

When in boats flag officers and Lieutenants should fly their distinctive flags, Captains their private signals, and members the burgee. The flag of the senior officer embarked has precedence.

officers, four members at large and the chairmen, ex-officiis, of the Committees on Rules and on Instruction and Examination, and may also include a representative appointed by the Navy Department and a representative appointed by the Department of Commerce.

SECT. 3. There shall be a Committee on Rules and a Committee on Instruction and Examination, each to consist of three members.

### ARTICLE III.

#### DUTIES.

SECTION 1. The Chairman of the Governing Board shall have the powers of President, shall preside at all meetings of the Board and of the Corporation, and shall perform such other duties as may be required by the Board.

The Chief Commander shall be the general executive officer and, in the absence of the Chairman of the Governing Board, shall preside at all meetings. He may take command of the fleet when the boats of two or more Squadrons are assembled together, and shall perform such other duties as may be required by the Governing Board.

The Vice-Commander shall assist the Chief Commander in the discharge of his duties and, in his absence, act in his stead.

The Rear-Commander shall assist the Chief Commander and Vice-Commander in the discharge of their duties and, in their absence, act in their stead.

In the absence of the foregoing officers, when two or more Local Squadrons are together, the senior officer present shall take command.

The Chief Commander may appoint a Flag Lieutenant and such aides as may be required who shall perform such duties as he shall designate and serve during his pleasure and need not be members of the corporation.

SECT. 2. The Secretary shall have the powers of Clerk and

- (a) Keep a record of the proceedings of the corporation, and of all matters of which a record shall be deemed advisable by the Governing Board, in books belonging to the corporation, which records shall at all reasonable times be open to the inspection of any member of the corporation.
- (b) Keep a list of the Local Squadrons declared eligible to representation by delegate members and of the number of members in each.
- (c) Keep a list of delegate members as reported by the Secretaries of Local Squadrons.
- (d) File all documents, records, reports and communications connected with the business of the corporation.
- (e) Cause to be printed each year Year Books containing the By-Laws, a list of Local Squadrons enrolled with the number of members belonging to each as reported by their respective Secretaries for April first of said year, charts showing the various Squadron flags, distinguishing flags and the Signal Code with other necessary information.

Said books, with or without covers, shall be furnished at cost to Local Squadrons in such numbers, as they may designate, on May first of each year, they will require.

Three bound copies shall be sent free to each Local Squadron enrolled, not later than June first of each year.

- (f) Notify the Secretary of each Local Squadron of the declaration by the Board of Governors that it is entitled to representation by delegate members in accordance with Article VI.
- (g) Assign to each Local Squadron a number in accordance with the date of such declaration.

- (h) Notify all members qualified to vote of every meeting.
- (i) Act as Secretary of the Governing Board.
- (j) Make a report at the annual meeting.

SECT. 3. The Treasurer shall:

- (a) Collect and hold all moneys payable to the corporation.
- (b) Pay all bills contracted by the corporation which shall be certified by two members of the Governing Board or by the Chairman of any Committee which has contracted any such bill by virtue of any appropriation by the Governing Board.
- (c) Make a report at the annual meeting in each year of all his receipts and disbursements during the previous calendar year, and of the amount remaining in his possession at the end of said year.
- (d) Notify each member whose dues are in arrears on the first day of May.
- (e) The Treasurer shall give bond, with sureties, in such amount as the Governing Board may approve.

SECT. 4. The Governing Board shall:

- (a) Have general charge of the policy and finances of the corporation and shall appropriate to the use of each Committee such sums as may be deemed advisable for the interests of the corporation and within its resources.
- (b) Pass upon the application of Local Squadrons for representation by delegate members in this corporation.

SECT. 5. The Committee on Rules shall receive, consider, formulate, and report upon such suggestions for changes in or amendments to the By-Laws as may come from any source, and at the Annual Meeting, or at any other general meeting, shall make recommendations as to what action should be taken regarding said changes.

SECT. 6. The Committee on Instruction and Examination, subject to the approval of the Governing Board, shall have general supervision of the Boards of Instruction and Examination in the various districts, shall see that said Boards maintain suitable standards before awarding certificates, shall determine of what an examination shall consist and shall see that in general the same examination shall be used by all of said Boards. Said Committee, subject as aforesaid, shall formulate and prescribe rules and standards for the examination and qualification of any kind or grades of membership provided for in these By-Laws, and shall issue certificates thereof where so provided.

#### ARTICLE IV.

##### FORMATION OF LOCAL SQUADRONS

SECTION 1. A Local Power Squadron may be formed in any recognized yacht club, group or association of clubs, or other yachting organizations in the United States, and as hereinafter provided. Except as hereinafter provided, only the members of said club, group or association shall be eligible for membership in the Local Squadron, but no Local Squadron shall have less than ten boat-owning members except Local Squadrons for Associate Members only.

Local Squadrons for Associate Members only may be formed by districts in such manner as the Governing Board may prescribe, and said Board may also in special instances determine as to eligibility for Squadron membership other than above set forth.

SECT. 2. Any such club or association which wishes to form a Local Power Squadron and be represented by delegate members in this corporation may make application to the Board of Instruction and Examination in its geographical district for examination of its members.

SECT. 3. Only those individuals who satisfactorily pass the examination and are awarded certificates shall be recognized as members of the Local Squadron by the United States Power Squadrons, Inc.

SECT. 4. No individual shall receive or hold a certificate, or fly the distinguishing flag, unless he is a member of a club which has a Local Squadron.

## ARTICLE V.

### ADMISSION TO MEMBERSHIP.

SECTION 1. Any Local Power Squadron formed in accordance with Article IV shall be eligible to representation by delegate members.

SECT. 2. Any Local Power Squadron desiring to be represented by delegate members in this corporation shall make application to the Secretary of this Corporation, who shall send notice of such application to the Secretary of each Local Squadron represented by delegate members.

SECT. 3. At any time after thirty days after said notice is mailed to the Secretaries of Local Squadrons, the Governing Board may vote upon the application; two negative votes shall exclude. Any Squadron which has had its application rejected shall not again apply for representation by delegate membership for at least one year.

## ARTICLE VI.

### REPRESENTATION.

SECTION 1. Any Local Squadron actually formed and declared eligible to representation by delegate members shall be allowed one delegate member for from ten to twenty-five members, ten of whom shall own power boats, and one delegate member for each additional twenty-five members or fraction thereof. All delegate members may vote by proxy at meetings.



## ARTICLE VII.

### DUES.

SECTION 1. The annual dues shall be ten dollars for each delegate member for the calendar year and shall be payable March first.

SECT. 2. Newly selected delegate members shall pay their dues for the current year within sixty days of their selection, in default of which such selection shall be null and void.

SECT. 3. If any delegate member has not paid his dues on May first he shall be so notified by the Treasurer and if not paid by June first his membership in this corporation shall cease, unless excused for cause by the Governing Board.

## ARTICLE VIII.

### RESIGNATION.

SECTION 1. All resignations must be made in writing, addressed to the Secretary.

SECT. 2. No resignation after January first in any year shall exempt a delegate member from dues for that year.

SECT. 3. No resignation of a delegate member shall be accepted until all dues are paid.

## ARTICLE IX.

### MEETINGS.

SECTION 1. There shall be three general meetings during the year:

- (a) The Annual Meeting on the second Friday in February.
- (b) The second on the second Friday in June.
- (c) The third on the second Friday in November.

SECT. 2. Special meetings may be called at any time by the Chairman of the Governing Board or, in his absence, by the Chief Commander, and shall be so called at the written request of the delegate members representing three Local Squadrons.

SECT. 3. At any meeting five delegate members or incorporators actually present, or two or more delegate members with sufficient proxies to make a total of ten, shall constitute a quorum.

SECT. 4. Notices of all meetings, general or special, shall be mailed to the last known address of each member at least ten days before such meeting, and only such business as is noted in the call shall be transacted at special meetings.

SECT. 5. Only incorporators, members of the Governing Board and Delegate Members shall be entitled to vote at meetings of the corporation.

## ARTICLE X.

### NOMINATIONS AND ELECTIONS.

SECTION 1. At the November meeting a Nominating Committee of three shall be elected. This Committee shall select candidates for all elective offices and committees to be voted on at the Annual Meeting, and notify the Secretary in time for him to print the list of nominees and mail it with the call for the Annual Meeting.

SECT. 2. No other person shall be eligible for election at the annual meeting unless his name, endorsed by at least five members, shall be filed with the Secretary for nomination at least one week before the meeting.

SECT. 3. The Chairman of the Governing Board, Chief Commander, Vice-Commander, Rear-Commander, Secretary, Treasurer, the four Members at large of the Governing Board and the Members of the Committees on

Rules and on Instruction and Examination shall be elected at the Annual Meeting by ballot and shall hold office until the next Annual Meeting or until their successors are elected.

SECT. 4. All vacancies occurring among the officers and members at large of the Governing Board and in any Committee may be filled by the Governing Board until the next general or special meeting.

## ARTICLE XI.

### BOARDS OF INSTRUCTION AND EXAMINATION.

SECTION 1. There shall be a Board of Instruction and Examination appointed by the Governing Board for each of the following geographical districts and the Governing Board shall appoint Boards of Instruction and Examination in such other sections of the United States as may become necessary, due to the formation of Local Squadrons, and the list shall be amended accordingly.

District No. 1—Coasts of Maine and New Hampshire.

District No. 2—Coasts of Massachusetts and Rhode Island.

District No. 3—Rhode Island and Connecticut Line to Hell Gate, including the shore of Long Island to the Northward and Westward of Montauk Point.

District No. 4—From Hell Gate to Sandy Hook, excepting Hudson River, but including the shore of Long Island to the Southward and Westward of Montauk Point.

District No. 5—Hudson River.

SECT. 2. Each Board shall consist of three members residing in its geographical district, at least one of whom shall preferably hold a United States Government License for steam. If, however, the Navy Department will detail an officer in each district for such duty, the Board may be increased by the addition of such Naval Officer.

SECT. 3. Said Boards of Instruction and Examination shall instruct and examine applicants for membership in the Local Squadrons in their districts in the rules of the road, ability to operate and navigate power boats, and rules of the United States governing and applying to power boats.

SECT. 4. To every member of a Local Squadron who successfully passes the examination of a Board, there will be issued a certificate showing that the recipient is qualified to operate and navigate power boats, such certificate to be signed by said Board and countersigned by the Local Squadron Secretary, and upon receipt of such certificate he shall be enrolled as a member of the Local Squadron to which he makes application.

The certificate to be awarded shall be substantially in the following form:

No.....

United States Power Squadrons, Inc.

CERTIFICATE.

This certifies that ..... has given satisfactory evidence to the undersigned; that he is competent to operate and navigate a power boat in accordance with the Rules and Regulations of the United States Power Squadrons, Inc., and is therefore eligible for membership in the .....

Date .....

Countersigned:

.....  
Local Squadron Sec'y

} .....  
} .....  
} .....

Board of Instruction and Examination.  
For District No. ....

SECT. 5. The receipt of a certificate and enrollment in a Local Squadron, shall entitle the holder to fly the distinguishing flag of the United States Power Squadrons, Inc.

SECT. 6. If at any time after a certificate is issued, the holder thereof is found incompetent, or acting contrary to the letter or spirit of the Rules of the United States Power Squadrons, Inc., the Board of Instruction and Examination may revoke or suspend, for such time as they think proper, the certificate of such holder and his right to fly the distinguishing flag of the Squadrons.

SECT. 7. Each Board of Instruction and Examination shall at all times be under the guidance and supervision of the Committee on Instruction and Examination, and may have the assistance of a Naval Officer or of any other competent person.

## ARTICLE XII.

### RULES FOR LOCAL SQUADRONS.

#### OFFICERS.

SECTION 1. The officers of a Local Squadron shall consist of a Commander, a Lieutenant-Commander, a Squadron Secretary and such Lieutenants and other officers as may be deemed necessary.

SECT. 2. There shall be two kinds of active members in a Local Squadron, namely: Members and Senior Members. There may also be Associate Members, subject to the provisions of this article and to rules and regulations prescribed by the Governing Board.

SECT. 3. A man shall become a member upon receiving the certificate prescribed in Section 4 of Article XI and upon being enrolled in a Local Squadron. A member shall receive a certificate of Senior Membership when he has participated in six drill periods, not more than four

of which in any one year shall count for such membership. A man may become an Associate Member, subject to Section 2 of this Article, upon receiving from a District Board of Instruction and Examination a certificate indicating that he has passed an advanced examination as prescribed by the Committee on Instruction and Examination.

SECT. 4. A Senior Member shall receive a certificate of Junior Navigator when he has participated in twelve drill periods, not more than four of which shall count in any one year, and has passed such examination on coast pilot work as may be prescribed by the Committee on Instruction and Examination. A Junior Navigator shall receive a certificate of Navigator when he has passed such advanced examination on coast pilot work as may be prescribed by the Committee on Instruction and Examination. Said certificates do not relieve a Junior Navigator or a Navigator from his duties and obligations as a Senior Member.

SECT. 5. Certificates of Senior Membership shall be issued by the Local Squadron Commander and countersigned by the Local Squadron Secretary. Certificates for Junior Navigator and Navigator shall be issued by the Committee on Instruction and Examination and countersigned by the Chief Commander. Certificates for Associate Members shall be issued as prescribed by the Governing Board.

SECT. 6. In each Local Squadron there shall each year be at least three drill periods and four instruction meetings, as prescribed by the Committee on Instruction and Examination. Participation in a drill period shall count for twenty-five points; participation in an instruction meeting shall count for fifteen points. A Member or a Senior Member must, at the end of each year, have to his credit not less than seventy points, including at least one

drill period, or forfeit his certificate and membership, unless excused by his Local Squadron Commander.

Evidence of experience in navigation submitted in any one year by a Member or a Senior Member through his Local Squadron Commander to the Committee on Instruction and Examination, if approved by said Committee, may be counted to his credit for such number of points for said year as said committee may determine.

SECT. 7. Members and Senior Members participating in drill periods, whether on boats owned by them or others, must actually take part in the handling of the boat or signals.

#### RULES AND SIGNALS.

SECT. 8. Each Local Squadron will be required to adopt the rules and signals adopted by the United States Power Squadrons, Inc., for use in formation or under way as a Squadron.

#### BY-LAWS.

SECT. 9. The By-Laws or other governing rules adopted by a Local Squadron shall be subject to approval by the Governing Board of the United States Power Squadrons, Inc.

SECT. 10. Each Local Squadron shall have an Admission Committee. Any man eligible for membership in a Local Squadron must be proposed in writing by two Members of such Squadron and be favorably acted upon by the Admission Committee before he shall be examined by the District Board of Instruction and Examination.

### ARTICLE XIII.

#### SECTION 1. DISTINGUISHING FLAGS.

- (a) The distinguishing flag of the United States Power Squadrons, Inc., shall be rectangular in shape, the width to be nineteen thirty-sixths of the length, consisting of a fly of seven blue and six white

alternate vertical stripes of equal width and a red field on which shall be placed a circle and thirteen white five-pointed stars surrounding a white fowl anchor. The field shall occupy the upper corner, next the hoist, six-thirteenths of the length and seven-thirteenths of the hoist of the flag; this flag shall be flown only by the enrolled Members of the Local Squadrons.

- (b) The Chief Commander shall display a blue rectangular flag, its hoist two-thirds of its length, with three crossed white tridents of a length of three-quarters of the hoist, placed centrally.
- (c) The Vice-Commander shall display a similar flag, except that there shall be only two crossed white tridents.
- (d) The Rear-Commander shall display a similar flag except there shall be only one white trident placed vertically.
- (e) The Flag Lieutenant shall display a blue swallow tail flag, its hoist two-thirds of its length with two crossed white speaking trumpets, three-quarters of the length of the hoist.

SECT. 2. FOR LOCAL SQUADRONS.

- (a) The Commander shall display a blue rectangular flag, its hoist two-thirds of its length with three white tridents placed vertically at what would be the points of an obtuse triangle whose base would be one-half of the length of the flag.
- (b) The Lieutenant Commander shall display a flag similar to that of the Commander, except that the field shall be red, and the center trident shall be omitted, so that there shall be two.
- (c) The First Lieutenant shall display a flag similar to that of the Commander, except that the field shall



be white, and with one blue trident placed in the center.

- (d) The Second Lieutenant shall display a pointed blue flag, the length of the luff to be two-thirds of the length of the flag, with a white trident placed in the center.
- (e) The Third Lieutenant shall display a flag similar to that of the Second Lieutenant, except that the field shall be red.
- (f) The Fourth Lieutenant shall display a flag similar to that of the Second Lieutenant, except that the field shall be white and the trident blue.
- (g) The Fifth Lieutenant and other Lieutenants, if there be any, shall display a flag similar to that of the Second Lieutenant, except that the field shall be white, and the trident for the Fifth Lieutenant red, Sixth Lieutenant orange, and any further Lieutenants shall display the flag without tridents.
- (h) The Flag Lieutenant shall display a white swallow tail flag, its hoist two-thirds of its length, with a blue speaking trumpet placed directly in the center of the flag in a vertical position.

## ARTICLE XIV.

### UNIFORMS AND INSIGNIA.

SECTION 1. All members of Squadrons should in general wear the regulation yachting uniform prescribed by their club. Members may, however, wear the Cap Device and the Buttons of the United States Power Squadrons instead of those of their club. Squadron Officers shall be designated as set forth below :

#### BUTTONS.

SECT. 2. The United States Power Squadrons' buttons shall be of two kinds, gilt and black, and of two sizes, 34-ligne and 22-ligne, bearing as a device a ship's wheel,

similar to the one in the cap device (as described later), and in its center the initials U. S. P. S. arranged in a circle.

#### CAP.

SECT. 3. Of navy blue cloth, or white duck, with black lustrous mohair braid band one and five-eighths inches wide; crown for size seven and one-eighth cap to be nine and seven-eighths long by nine and one-quarter inches wide; quarters of cap to the crown seam in front, one and three-eighths inches, same at sides and back; vizor of black patent leather two inches wide and set at an angle of forty-two degrees; chin strap of black patent leather fastened at side with two small black buttons.

#### CAP DEVICE.

SECT. 4. The distinguishing cap device of the United States Power Squadrons shall be a ship's wheel with eight spokes, one and three-eighths inches in diameter over all, embroidered in gold, and so placed that the two upper spokes are at an equal angle with an imaginary vertical line. Spokes within rim not to be shown, but in their place a raised enameled disk five-eighths of an inch in diameter, showing the United States Power Squadrons' ensign in colors on a white ground of a size that the four corners of the flag will touch the circumference of the disk.

#### DESIGNATION OF RANK.

SECT. 5. Officers shall be designated as follows:

#### CAP INSIGNIA:

United States Power Squadrons.

*Chief Commander*: three tridents, each two inches in length, crossed at angles of forty-five degrees with center trident which is placed vertically; all embroidered in gold, with the cap device superimposed at their intersection.

*Vice-Commander*: same as for Chief Commander, omitting the vertical trident.

*Rear-Commander*: same as for Chief Commander, with only one trident, placed vertically.

*Flag Lieutenant*: two gold speaking trumpets crossed, each three-quarters of an inch in length, placed above the cap device.

*Secretary*: two gold quills crossed, each three-quarters of an inch in length, placed above cap device.

*Treasurer*: one open book in gold, one-half an inch across, placed above cap device.

*Aides*: pair of binoculars in gold, one-half an inch in length, placed vertically above cap device.

*Members of Governing Board and Elective Committees*: one gold scallop shell, one-half inch wide, with base down, placed vertically above cap device.

#### LOCAL SQUADRONS:

*Commander*: three gold tridents one-half an inch long, placed one above and one on each side of cap device, with a space of one-eighth of an inch between the trident and the device.

*Lieutenant Commander*: same as for Commander, omitting the trident above the cap device.

*First Lieutenant*: same as for Commander, omitting the trident at each side of the device.

*Second Lieutenant*: same as for First Lieutenant except that the trident shall be silver.

*Third Lieutenant*: same as for First Lieutenant, except that the trident shall be embroidered in red silk.

*Fourth Lieutenant*: same as for First Lieutenant, except that the trident shall be embroidered in white silk.

*Fifth Lieutenant* and all other Lieutenants: same as for First Lieutenant, except that the trident shall be embroidered in orange silk.

## SLEEVE MARKS:

### United States Power Squadrons.

*Chief Commander*: one stripe of heavy black mohair braid two inches wide, placed two inches from edge of cuff, with two stripes of similar braid one-half an inch wide placed one-half an inch apart and one-half an inch above the broad stripe.

*Vice-Commander*: same as for Chief Commander, omitting the upper stripe.

*Rear-Commander*: same as for Chief Commander, omitting both narrow stripes.

*Other officers*, Lieutenants, Aides, and members of Elective Committees of the United States Power Squadrons: three stripes of heavy mohair tubular braid three-eighths of an inch wide placed three-eighths of an inch apart, the lowest stripe two inches from edge of cuff.

## LOCAL SQUADRON:

*Commander*: four stripes of heavy black mohair tubular braid one-half an inch wide placed one-half an inch apart, the lowest stripe two inches from edge of cuff.

*Lieutenant Commander*: same as for Commander, with only three stripes.

*Lieutenants* and other officers: same as for Commander with only two stripes.

*Ex-Officers* shall be entitled to wear on the sleeve the designation of their rank.

## ARTICLE XV.

### RULES AND REGULATIONS FOR FORMATIONS AND EVOLUTIONS.

SECTION 1. Rules and regulations governing the management and equipment of boats, and signals and maneuvers of Squadrons, shall be prescribed by the Governing Board.

## ARTICLE XVI.

### AMENDMENTS.

SECTION 1. The By-Laws of the United States Power Squadrons, Inc., may be amended, or a new By-Law made, by a two-thirds vote at any general or special meeting, provided the proposed amendment be stated in full in the Notice for the Meeting.

SECT. 2. When such amendment is properly before any meeting for consideration, it may, before final action thereon, be changed or amended by a majority vote, provided the changes offered be germane to the subject covered by the amendment as proposed.

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that this is crucial for the company's financial health and for providing reliable information to stakeholders.

2. The second part of the document outlines the specific procedures for recording transactions. It details the steps from initial entry to final review, ensuring that all necessary information is captured and verified.

3. The third part of the document addresses the role of the accounting department in this process. It highlights the need for clear communication and collaboration between different departments to ensure the accuracy of the data.

4. The fourth part of the document discusses the importance of regular audits and reviews. It explains how these activities help to identify any discrepancies or errors and ensure that the records are up-to-date and accurate.

5. The fifth part of the document provides a summary of the key points discussed and offers some final thoughts on the importance of maintaining accurate records. It concludes by stating that this is a fundamental aspect of good business practice.







